

RICOH

Caplio^{*}

500SE

Software User Guide



Note

- For the safe use of your camera, be sure to read the “Safety Precautions” thoroughly before use.
- Types of software installed on your computer varies depending on the method of installation from the Caplio Software CD-ROM. For details, see the “Camera User Guide”.

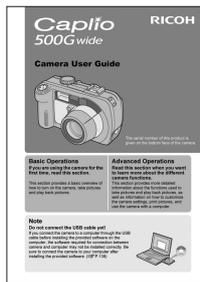
Using These Manuals

The two manuals included are for your Caplio 500SE.

1. Understanding How to Use Your Camera

“Camera User Guide” (Printed manual)

This guide explains the usage and functions of the camera. You will also see how to install the provided software on your computer.



2. Downloading Images to Your Computer

“Software User Guide”

*This manual (this file)

This guide explains how to download images from the camera to your computer using the provided software.



3. Displaying Images on Your Computer

The provided software “ImageMixer” allows you to display and edit images on your computer.

For details on how to use ImageMixer, click the [?] button on the ImageMixer window and see the displayed manual.

For the latest information about ImageMixer, access the Web page of Pixela Co., Ltd. (<http://www.imagemixer.com>).

How to Use the Software User Guide

Display examples:

The LCD Monitor Display examples may be different from actual display screens.

Terms:

In this guide, still images, movies, and sounds are all referred to as “images” or “files”.

Symbols:

This guide uses the following symbols and conventions:

Caution

Caution

This indicates important notices and restrictions for using this camera.

Note

Note

This indicates supplementary explanations and useful tips about camera operations.

Reference

Refer to

This indicates page(s) relevant to a particular function. “P. xx” is used to refer you to pages in this manual.

Terms

Term

This indicates terms that are useful for understanding the explanations.



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Chapter 1

Downloading Images to Your Computer (Windows)

This section explains how to download still images and movies to your computer (Windows).



Note

The software installed to your computer from the Caplio Software CD-ROM varies depending on the installation method. For more details, see the “Camera User Guide”.



Caution

This section explains how to download still images and movies using RICOH Gate La.

For information on how to download still images and movies using DeskTopBinder Lite or Auto Document Link, which are installed as standard applications, see the “Auto Document Link Guide”.

Connecting the Camera to a Computer

There are two methods for downloading images from the camera to your computer. The first method is to use RICOH Gate La. To use RICOH Gate La, Caplio Software must be installed.

The second method is to download images without using RICOH Gate La. In this case, the camera is recognized by the computer as a separate drive and appears on [My Computer]. To use RICOH Gate La, select [ORIGINAL] for [USB CONNECTION] on the camera. To download images without using RICOH Gate La, select [MASS STR] for [USB CONNECTION] on the camera. For information on how to install Caplio Software and how to change the [USB CONNECTION] setting, see the “Camera User Guide”.

1. Check the setting for [USB CONNECTION] on the camera’s SETUP menu.

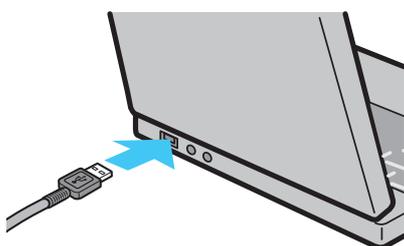
For how to check the setting, see the “Camera User Guide”.

At the time of purchase, [ORIGINAL] is selected. Make settings for [USB CONNECTION] according to the transfer method as follows:

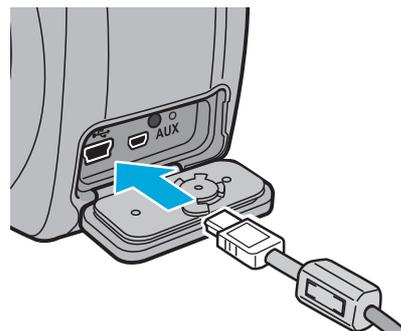
Software used for transfer	[USB CONNECTION] setting
The computer recognizes the camera as a drive without using software.	MASS STR
Auto Document Link	ORIGINAL
RICOH Gate La	ORIGINAL

2. Turn the camera power off.

3. Connect the USB cable to the USB port of your computer.



4. Connect the USB cable to the USB terminal of your camera.



Your camera turns on.

If [ORIGINAL] is selected for [USB CONNECTION] on the camera, RICOH Gate La starts. Proceed to “Downloading Images Using RICOH Gate La”. (P.7) When [MASS STR] is selected for [USB CONNECTION], the computer automatically starts preparation for recognizing the camera as a new drive. Proceed to “Transferring Images in Mass Storage Mode”. (P.10)

Note

When downloading images from your camera, load a battery with adequate remaining power in the camera. Use of the AC adapter (sold separately) is recommended.

Disconnecting the Camera from Your Computer

The display is an example of Windows XP. The terms are different for other operating systems but the operations are the same.

1. Double-click the [Safely Remove Hardware] icon at the right end of the task bar.



2. Select [USB Mass Storage Device] and click [Stop].

3. Check that [USB Mass Storage Device] is selected and click [OK].

4. Click [Close].

5. Unplug the USB cable.

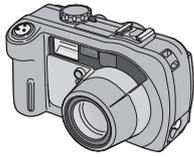
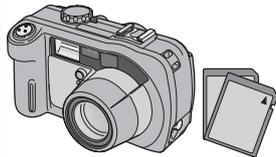
Downloading Images to Your Computer

When you connect the camera to your computer, you can download images from the camera.

Downloading Images Using RICOH Gate La

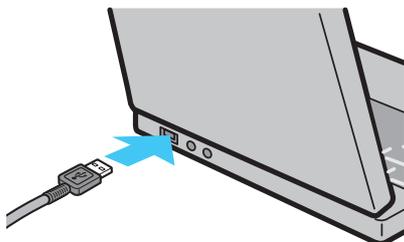
Note

Images are downloaded to your computer from the following memory sources.

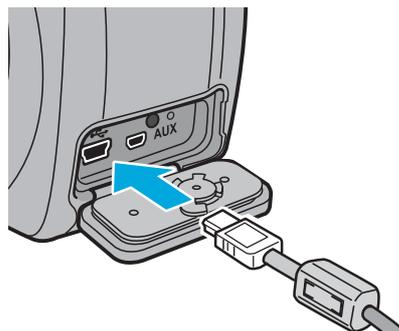
When no SD memory card is loaded	When an SD memory card is loaded
Loads from internal memory 	Loads from the SD memory card 

RICOH Gate La automatically creates a folder called [Caplio] inside your [My Documents] folder. Downloaded images are saved in folders with the date of each shot, inside the [Caplio] folder. Set the correct date and time on the camera before shooting.

1. Set [USB CONNECTION] to [ORIGINAL] on the SETUP menu.
2. Make sure that the camera power is off.
3. Connect the USB cable to the USB port of your computer.



4. Connect the USB cable to the USB terminal of your camera.



The camera turns on, RICOH Gate La starts, and the RICOH Gate La window appears.



Image transfer begins automatically. For details about Ricoh Gate La, see P.11.

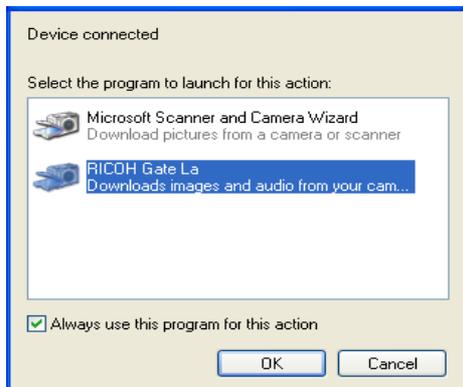
Note

- When transferring images to a computer using RICOH Gate La, the file being transferred is renamed and saved.
- File names given by the camera are not used.
- Images are stored with sequential numbers so that they have unique file names.
- Even when the storage folder is changed, the file number will be continuous. The number cannot be initialized.
- When transferring images to a computer using RICOH Gate La, the files are assigned names like [RIMG****.jpg] (**** indicates the number of the image), even if [SEQUENTIAL NO.] is set to [ON].
- If images are not automatically downloaded, check [Save automatically when connected to USB] in the RICOH Gate La [Option settings] dialog box.

Reference

- For details about the RICOH Gate La [Option settings] dialog box, see P.12.
- For details about [USB CONNECTION] (MASS STR/ORIGINAL), see the "Camera User Guide".

If the screen below appears, select [RICOH Gate La], check the box next to [Always use this program for this action] and then click [OK].



Note

- Before closing RICOH Gate La, if you turn the camera power off, or unplug the USB cable, the RICOH Gate La window is minimized and displayed as an icon on the Windows task bar. If you click the icon, the window will be displayed again.
- You can change the folder for downloading your images (Save Destination).

Reference

- For how to change the Save Destination Folder, see P.12.
- For how to start RICOH Gate La, see P.11.
- For the RICOH Gate La window, see P.11.

■ Connecting the Camera to the Computer for the First Time

The first time you connect your camera to the computer using a USB cable, the [Found New Hardware Wizard] screen will appear (only when [ORIGINAL] is selected for [USB CONNECTION]).

The steps below use screenshots from Windows XP.

1. Select [Install the software automatically (Recommended)].



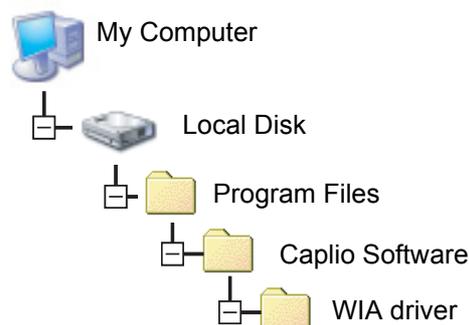
2. Insert the Caplio Software CD-ROM into the CD-ROM drive on your computer.

Installation of the WIA driver automatically starts. If the CD-ROM is already on your computer when the [Found New Hardware Wizard] window is displayed, simply click [Next] to start installation.

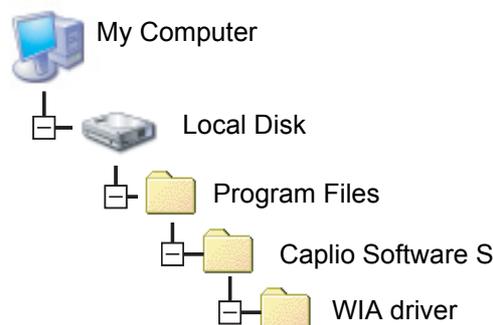
Note

By default, the WIA driver is installed in the following location:

If you have installed the ImageMixer:

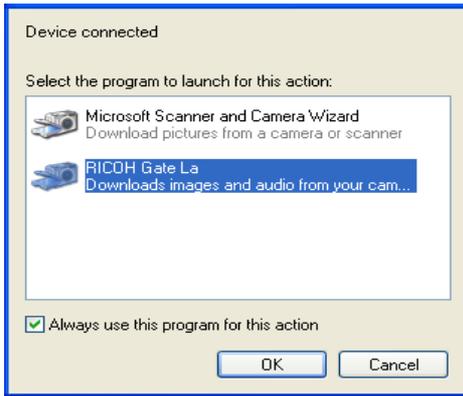


If you have installed the DeskTopBinder Lite:



3. Select [RICOH Gate La], check [Always use this program for this action] check box, and then click [OK].

- To load images from the camera with assistance from the Windows XP "Scanner and Camera Wizard", select [Microsoft Scanner and Camera Wizard].
- Leaving the [Always use this program for this action] check box unchecked will cause the [Caplio 500SE] screen to be displayed each time you transfer images from the camera, thereby allowing you to choose whether to use [RICOH Gate La] or the [Microsoft Scanner and Camera Wizard] for image transfers.



■ Warning Messages Under Windows XP Service Pack 2

When software for Ricoh's digital camera is used on a computer with Windows XP Service Pack 2 installed, the following warning message may appear at software activation or USB connection. Change the setting while referring to the following.

When warning messages appear:

1. Check the information provided on the message screen to make sure that it comes from a reputable source, and then click the [Unblock] button.



Caution

If you do not recognize the program, you should block it because it may be a virus. Click the [Keep Blocking] button to prevent the program from connecting to the Internet.

If you clicked the [Keep Blocking] button: Follow the steps below to check to see the Windows Firewall settings.

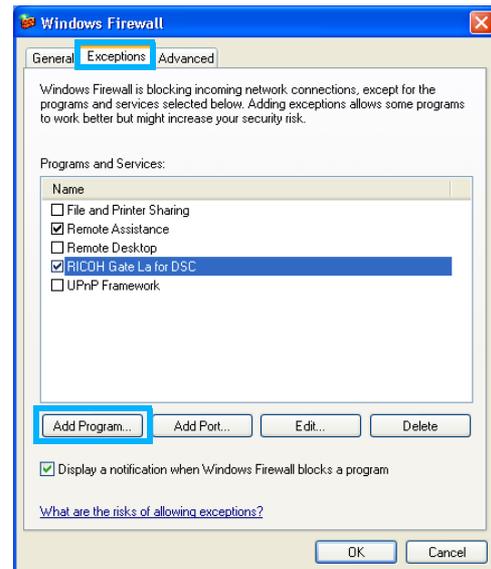
1. Click [Start] and then [Control Panel].
2. Double-click [Windows Firewall].



Windows Firewall

If [Windows Firewall] is not displayed, click [Switch to Classic View] at the upper left of the window.

3. Click the [Exceptions] tab.



4. Check that the software is in [Programs and Services].
5. Click the [Add Program] button to add software that uses the network.

If you clicked the [Ask Me Later] button: Each time the program is activated, the [Windows Security Alert] window appears. Then you can select [Unblock].

Transferring Images in Mass Storage Mode

Caution

Mass storage mode is not available on this camera if you are using Windows 98/98SE.

1. **Set [USB CONNECTION] to [MASS STR] on the SETUP menu.**
2. **Make sure that the camera power is off.**
3. **Connect the accessory USB cable to a USB port of your computer.**
4. **Connect the USB cable to the USB terminal of your camera.**

Your camera turns on.

Your computer automatically reads the file necessary for recognizing the camera as a drive.

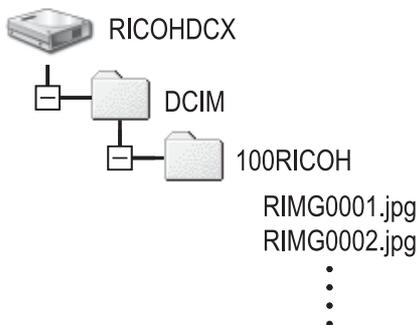
After this preparation, the camera is displayed as a drive at [My Computer].



Example of the display in Windows XP

5. **From the displayed drive, copy a file to the desired location.**

The figure below shows the folder configuration of the drive.



When the contents of the internal memory are displayed, the drive name is [RICOHDCI].

Caution

Do not turn off the camera or disconnect the USB cable during image transfer.

Note

- If a file with the same name already exists at the destination, it is overwritten. If you do not want the file to be overwritten, rename the file or transfer data to another folder.
- When an SD memory card is loaded, its files are displayed. Otherwise, files in the internal memory are displayed.

How to Use RICOH Gate La

RICOH Gate La is a software program to import images from the camera to a computer.

By simply connecting the camera to your computer via a USB cable, images are automatically imported to the computer. On the RICOH Gate La window, you can make various settings including auto-saving upon connection and the destination folder (where images will be saved).

Starting

RICOH Gate La is already installed with Caplio Software.

Connecting the camera to your computer automatically starts the software and begins downloading of images from the camera.

Exiting

To exit RICOH Gate La, follow either of the steps below.

- Click the [MENU] button on the RICOH Gate La window and select [Exit] from the displayed menu (see “The RICOH Gate La Window”).
- Right-click the RICOH Gate La icon on the task bar and select [Exit] from the displayed menu.

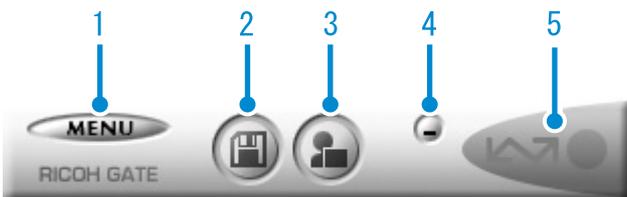
Restarting

To restart RICOH Gate La after exiting, follow the steps below.

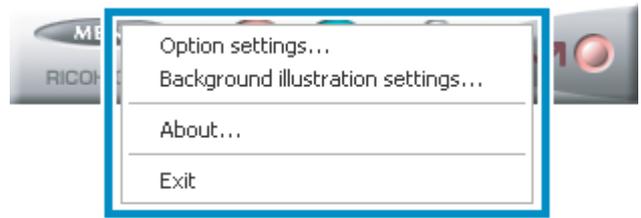
- From the [Start] menu, select [All Programs] or [Programs] then [Caplio Software] then [RICOH Gate La].

The RICOH Gate La Window

Once RICOH Gate La starts up, the following RICOH Gate La window appears on your computer screen.



- 1 [MENU] Button
Click this and the following menu appears.



- | | |
|------------------------------------|---|
| [Option settings] | Specifies where to save images, or which application to start after images have been saved or when you click the [Application] button. (P.12) |
| [Background illustration settings] | Changes the background design in the RICOH Gate La window. (P.13) |
| [About] | Displays the version of RICOH Gate La. |
| [Exit] | Closes RICOH Gate La. |

- 2 [Save] Button
Click this and the images are downloaded from your camera.

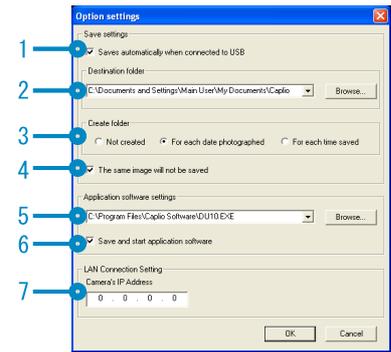
Caution

If the message indicating that [CONNECTING... PRESS [ADJ.] KEY TO DIRECT PRINT] appears on the camera LCD monitor, do not click the [Save] button.

- 3 [Application] Button
The application registered in [Option settings] is started.
- 4 [Minimize] Button
Minimizes the window and displays its icon on the Windows task bar. If you click on the icon, the window will be displayed again.
- 5 Indicator
The “Indicator” lights if the camera is connected via USB cable. When lit, if you move the mouse pointer over the “Indicator”, [Camera is being connected] appears. When your camera is not connected, the “Indicator” is grayed out, and if you move the mouse pointer over it, [Camera is being connected] does not appear.

How to Use the [Option settings]

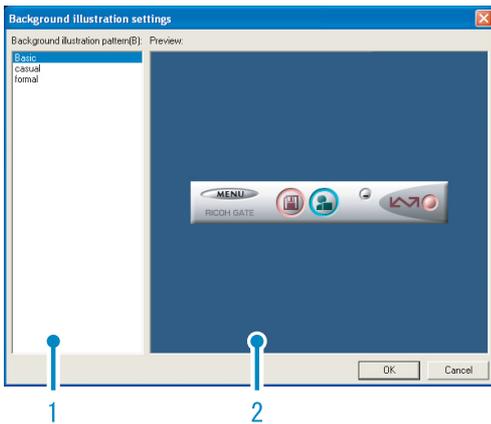
If you click the [MENU] button on the RICOH Gate La window and select [Option settings] from the displayed menu, the [Option settings] dialog box appears.



Item		Description	Initial Setting
1	[Save automatically when connected to USB]	Select the check box to have images downloaded and saved automatically in your computer when the camera is connected to your computer with the USB cable. If you deselect the check box, your images will not be downloaded automatically when you connect your camera to the computer. For downloading, activate RICOH Gate La and click the [Save] button.	Save automatically
2	[Destination folder]	Specifies which folder to save your images in. The [Caplio] folder inside [My Documents] is specified initially; if you want to change this, click the [Browse] button to display the dialog box and then specify the folder.	_____
3	[Create folder]	Specifies how to create a folder. [Not created] Your downloaded images will all be saved in the folder specified in item “2 [Destination folder]”. [For each date photographed] Creates a new folder assigning the date the images were shot as the folder name, and saves images shot on the same day in the same folder. For example, if shot on September 1, 2006: [20060901] folder [For each time saved] Creates a new folder each time and save images in the folder. If images are saved more than once in a day, a new folder is created each time. The folder name format is “Saving date + Underscore + Three-digit serial number”. For example, if you saved twice on September 1, 2006: [20060901_001] folder, [20060901_002] folder	Create a new folder for each date photographed
4	[The same image will not be saved]	When this check box is selected, images once loaded into your computer are not loaded again. This check box is enabled only when [Not created] or [For each date photographed] is selected in [Create folder]. To allow this function to work properly, the camera date and time must be set correctly. When this check box is deselected, previously loaded images are loaded again.	The same image will not be saved
5	[Application software settings]	To start an application after loaded images have been saved, specify the application name here. To set an application, click the [Browse] button and select the application in the displayed dialog box.	_____
6	[Save and start application software]	When this is checked, the application specified above is started after the images have been saved. When this is unchecked, the application is not started.	Application is started
7	[Camera's IP Address]	Not used by this model but used by other models of Caplio camera. For details, see the documentation that came with the camera.	0.0.0.0

How to Use the [Background illustration settings]

You can select a background for the RICOH Gate La window from three types of patterns. If you click the [MENU] button on the RICOH Gate La window and select [Background illustration settings] from the displayed menu, the [Background illustration settings] dialog box appears.



- 1 [Background illustration pattern]
Select the pattern you wish to use from the three available.



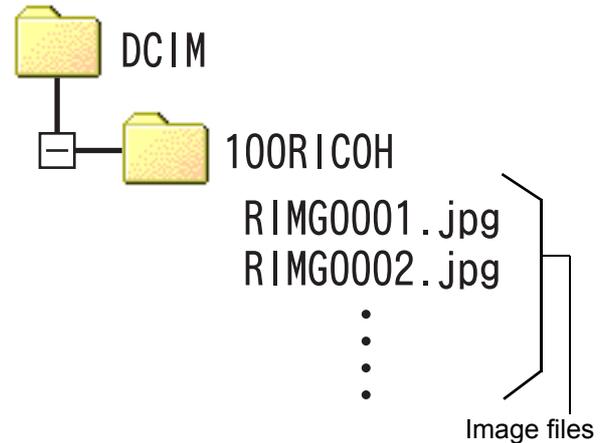
- 2 [Preview]
You can preview the pattern selected in [Background illustration pattern].

Downloading Images from an SD Memory Card

It is possible to download images from an SD memory card to computer via a PC card slot or card reader.

Images in an SD Memory Card

Images are stored on an SD memory card in a hierarchy, as shown here.



Note

Depending on the type of PC card slot or card reader, a memory card adapter may be required when using an SD memory card. If the SD memory card can be used in the PC card slot, no memory card adapter is required.

Terms

Card Reader

This is a device connected to a computer to read the contents of cards. In addition to the memory card adapter-type, there are card readers into which you can directly load an SD memory card.

Chapter 2

Downloading Images to Your Computer (Macintosh)

This section explains how to download still images and movies to your computer (Macintosh).

Connecting the Camera to a Computer

The following methods can be used to download images from the camera to your computer.

The first method is to use RICOH Gate La or Caplio Mounter. To use these software titles, Caplio Software must be installed.

The second method is to download images without using software. In this case, the camera is recognized by the computer as a separate drive and appears on [My Computer]. To use software to download images, select [ORIGINAL] for [USB CONNECTION] on the camera.

To download images without using software, select [MASS STR] for [USB CONNECTION] on the camera.

For information on how to install Caplio Software and how to change the [USB CONNECTION] setting, see the “Camera User Guide”.

1. Check the setting for [USB CONNECTION] on the camera’s SETUP menu.

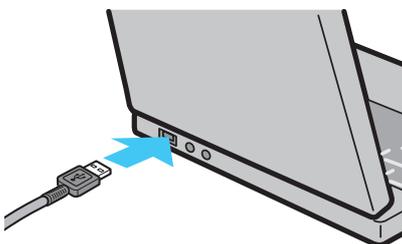
For how to check the setting, see the “Camera User Guide”.

At the time of purchase, [ORIGINAL] is selected. Make settings for [USB CONNECTION] according to the transfer method as follows:

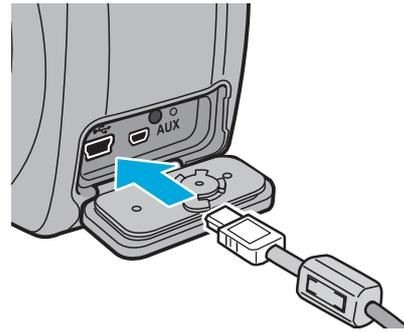
Software used for transfer	[USB CONNECTION] setting
The computer recognizes the camera as a drive without using software.	MASS STR
RICOH Gate La	ORIGINAL
Caplio Mounter	ORIGINAL

2. Turn the camera power off.

3. Connect the USB cable to the USB port of your computer.



4. Connect the USB cable to the USB terminal of your camera.



Your camera turns on.

If [ORIGINAL] is selected for [USB CONNECTION] on the camera, the software starts. Proceed to “Using the Caplio Software to Download Images”. (P.16)

When [MASS STR] is selected for [USB CONNECTION], the computer automatically starts preparation for recognizing the camera as a new drive. Proceed to “Transferring Images in Mass Storage Mode”. (P.18)

Note

When downloading images from your camera, load a battery with adequate remaining power in the camera. Use of the AC adapter (sold separately) is recommended.

Disconnecting the Camera from Your Computer

1. Drag and drop the displayed drive to the [Trash] icon.

You can also click [Eject] on the [Special] menu in Mac OS 9 or the [File] menu in Mac OS X to cancel the connection.

2. Unplug the USB cable.

Downloading Images to Your Computer

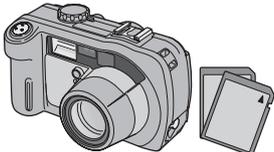
When you connect the camera to your computer, you can download images from the camera.

Using the Caplio Software to Download Images



Note

Images are downloaded to your computer from the following memory sources.

When no SD memory card is loaded	When an SD memory card is loaded
Loads from internal memory 	Loads from the SD memory card 

Downloading methods differ depending on the environment used. Refer to the respective page to download your images.

OS	Software used	Refer to
Mac OS 8.6 to 9.2.2	RICOH Gate La, Caplio Mounter	P.16 P.17
Mac OS X 10.1.2 to 10.4.5	Caplio Mounter	P.17

Downloading Images Using RICOH Gate La

■ For Mac OS 8.6 to 9.2.2

Images downloaded by RICOH Gate La are saved in folders with the date of each shot, inside the [Caplio] folder. Set the correct date and time on the camera before shooting. In Mac OS 8.6, Mac OS 9.1, or earlier versions, a folder called [Caplio] is created inside the root directory on the startup disc. In Mac OS 9.1 to 9.2.2, a folder called [Caplio] is automatically created inside the [Documents] folder on the startup disc.

1. Set [USB CONNECTION] to [ORIGINAL] on the SETUP menu.
2. Make sure that the camera power is off.
3. Connect your camera to the computer using the USB cable.

The camera turns on, RICOH Gate La starts, and the RICOH Gate La window appears.



Image transfer begins automatically. For details about Ricoh Gate La, see P.19.



Note

- When transferring images to a computer using RICOH Gate La, the file being transferred is renamed and saved.
- File names given by the camera are not used.
- Images are stored with sequential numbers so that they have unique file names.
- Even when the storage folder is changed, the file number will be continuous. The number cannot be initialized.
- When transferring images to a computer via RICOH Gate La, the files are assigned names like [RIMG****.jpg] (**** indicates the number of the image), even if [SEQUENTIAL NO.] is set to [ON].
- If images are not automatically downloaded, check [Automatically save on connection] in the RICOH Gate La [Option settings] dialog box.
- Before closing RICOH Gate La, if you turn the camera power off or unplug the USB cable, RICOH Gate La closes automatically.
- You can change the folder for downloading your images (Save Destination).
- If you want to start RICOH Gate La when the camera is not connected, double-click the [RICOH Gate La] icon in the Control Panel folder, which is inside the System Folder.



Reference

- For details about the RICOH Gate La [Option settings] dialog box, see P.20.
- For details about [USB CONNECTION] (MASS STR/ORIGINAL), see the “Camera User Guide”.
- For how to change the Save Destination Folder, see P.20.
- For how to start RICOH Gate La, see P.19.
- For the RICOH Gate La window, see P.19.

Downloading Images Using the Caplio Mounter

■ For Mac OS 8.6 to 9.2.2

For Mac OS X 10.1.2 to 10.4.5

When downloading images to a computer using the Caplio Mounter, you can specify a folder where the images will be saved.

- 1. Set [USB CONNECTION] to [ORIGINAL] on the SETUP menu.**
- 2. Make sure that the camera power is off.**
- 3. Connect your camera to the computer using the USB cable.**

Your camera turns on.

When no SD memory card is loaded, the [Caplio] icon is displayed and you can view the image files stored in internal memory.



Example of the display in Mac OS 10.1.2 to 10.4.5

When an SD memory card is loaded, the [Caplio.SD] icon is displayed and you can view the image files stored on the SD memory card loaded.



Example of the display in Mac OS 10.1.2 to 10.4.5

4. Double-click the displayed icon.

It can be handled in the same way as a normal drive. If you double-click the icon, a folder called [DCIM] is displayed and a folder called [100RICOH] within that folder is displayed. The image files you shot are inside the [100RICOH] folder. You can use drag and drop to copy files to the hard disk.



Caution

When using the Caplio Mounter, you cannot write data onto an SD memory card.

Transferring Images in Mass Storage Mode

Caution

Mass storage mode is not available on this camera if you are using Mac OS 8.6.

1. **Set [USB CONNECTION] to [MASS STR] on the SETUP menu.**
2. **Make sure that the camera power is off.**
3. **Connect the accessory USB cable to a USB port of your computer.**
4. **Connect the USB cable to the USB terminal of your camera.**

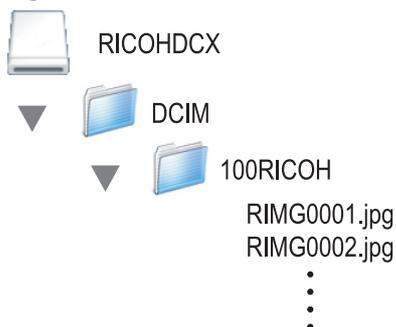
Your camera turns on.

Your computer automatically reads the file necessary for recognizing the camera as a drive.

After this preparation, the camera is displayed as a drive on the Desktop.

5. **From the displayed drive, copy a file to the desired location.**

The figure below shows the folder configuration in the drive.



When the contents of the internal memory are displayed, the drive name is [RICOHDCI].

Caution

Do not turn off the camera or disconnect the USB cable during image transfer.

Note

- If a file with the same name already exists at the destination, it is overwritten. If you do not want the file to be overwritten, rename the file or transfer data to another folder.
- When an SD memory card is loaded, its files are displayed. Otherwise, files in the internal memory are displayed.

How to Use RICOH Gate La

RICOH Gate La is a software program to import images from the camera to a computer.

By simply connecting the camera to your computer via a USB cable, images are automatically imported to the computer. On the RICOH Gate La window, you can make various settings including auto-saving upon connection and the destination folder (where images will be saved).

Starting

Connecting the camera to your computer automatically starts RICOH Gate La and begins importing of images from the camera.

Quitting

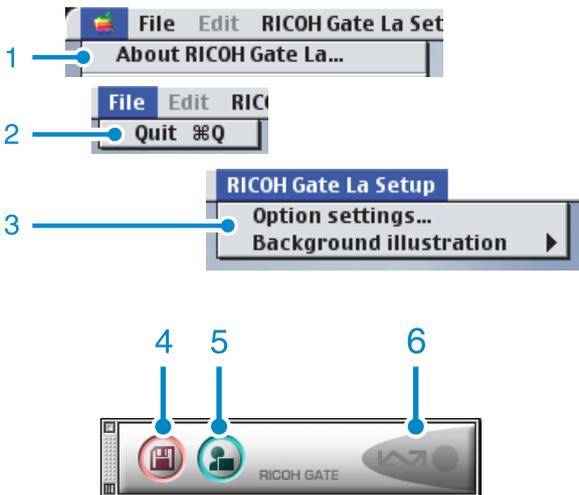
To quit RICOH Gate La, select [File] and then [Quit] from the RICOH Gate La menu bar.

Restarting

To restart RICOH Gate La after quitting, double-click the [RICOH Gate La] icon in the Control Panel folder in the System Folder.

The RICOH Gate La Window

Once RICOH Gate La starts up, the following RICOH Gate La menu bar and window appear on the computer screen.



- 1 [About RICOH Gate La]
Displays the version of RICOH Gate La.
- 2 [Quit]
Closes RICOH Gate La.
- 3 [Option settings]
Specifies where to save images, or which application to start after images have been saved or when you click the [Application] button. (P.20)

[Background illustration]

If you select this, a sub-menu will appear, allowing you to change the background design of the RICOH Gate La window.

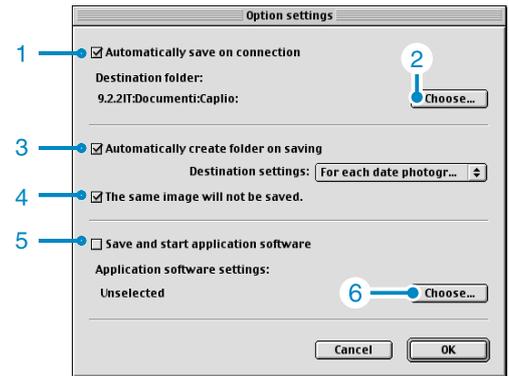


Sub-menu Figure

- 4 [Save] Button
Click this and the images are downloaded from your camera.
- 5 [Application] Button
The application registered in [Option settings] is started.
- 6 Indicator
The "Indicator" lights if the camera is connected via USB cable.

How to Use the [Option settings]

If you select [Option settings] from the [RICOH Gate La Setup] menu, the [Option settings] dialog box appears.



Item		Description	Initial Setting
1	[Automatically save on connection]	Select the check box to have images downloaded and saved automatically in your computer when the camera is connected to your computer with the USB cable. If you deselect the check box, your images will not be downloaded automatically when you connect your camera to the computer. For downloading, activate RICOH Gate La and click the [Save] button.	Transfer files automatically
2	[Choose]	Specifies which folder to save your images in. For Mac OS 8.6, Mac OS 9.1, or earlier versions, this is the [Caplio] folder in the root directory on the startup disk. For Mac OS 9.1 to 9.2.2, this is the [Caplio] folder inside the [Documents] folder on the startup disk. To change the folder, click the [Choose] button, open the dialog box, and then select the desired folder.	_____
3	[Automatically create folder on saving]	When this check box is selected, a folder to save the loaded images is automatically created. Use the adjacent pull-down menu in [Destination settings] to specify how to create the folder. [For each date photographed] Creates a new folder assigning the date the images were shot as the folder name, and saves images shot on the same day in the same folder. For example, if shot on September 1, 2006: [20060901] folder [For each time saved] Creates a new folder for each time images are saved and saves the images. If images are saved more than once in a day, a new folder is created each time. The folder name format is "Saving date + Underscore + Three-digit serial number". For example, if saved twice on September 1, 2006: [20060901_001] folder, [20060901_002] folder When this check box is deselected, loaded images are all saved to the folder specified in "2 [Choose]".	Create a new folder for each date photographed
4	[The same image will not be saved.]	When this check box is selected, images once loaded into your computer are not loaded again. This can only be specified when [Automatically create folder on saving] is deselected or when "3 [For each date photographed]" is selected as the method for creating the folder. To allow this function to work properly, the camera date and time must be set correctly. When this check box is deselected, previously loaded images are loaded again.	The same image will not be saved
5	[Save and start application software]	When this is checked, the application specified above is started after the images have been saved. When this is unchecked, the application is not started.	Application is not started
6	[Choose]	Specify the name of the application to start after images have been saved. Click the [Choose] button to display the dialog box, and then specify which application to use.	_____

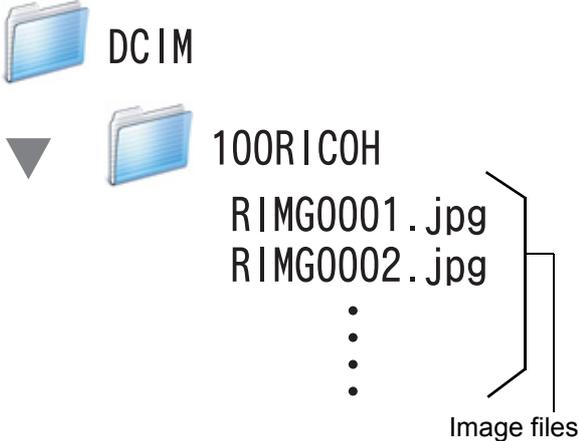


Downloading Images from an SD Memory Card

It is possible to download images from an SD memory card to computer via a PC card slot or card reader.

Images in an SD Memory Card

Images are stored on an SD memory card in a hierarchy, as shown here.



Note

Depending on the type of PC card slot or card reader, a memory card adapter may be required when using an SD memory card. If the SD memory card can be used in the PC card slot, no memory card adapter is required.

Chapter 3

Shooting with Camera Memos

Section 1

About Camera Memos

You can attach camera memos (information such as shooting conditions) to the still images you shoot. This section explains camera memos.



Caution

- Be sure to set the date and time on the camera.
- To use the camera memo function, an SD memory card is required. In addition, DeskTopBinder Lite must be installed.
- The camera memo function is only for use with Windows.



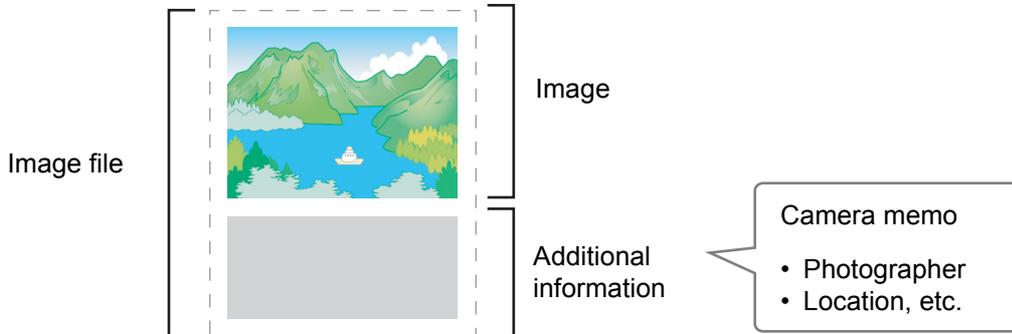
Note

Use DeskTopBinder Lite to view and edit a camera memo attached to a still image with a computer. You can view, edit and search for a camera memo attached to a still image and play back a voice memo attached to a still image.

For more details, see the Introduction Guide and in the Help menu of Document Viewer.

Shooting with Camera Memos

The image file storing the image shot with a digital camera has an area where additional information can be stored. The camera memo function uses this area to allow you to attach a memo to the still image you shoot.



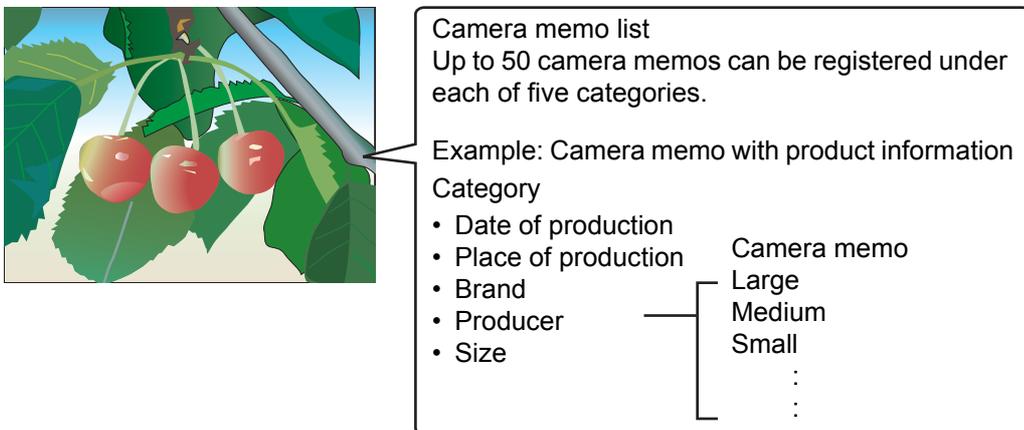
Attach camera memos to easily identify, search and sort through your still images. There are two types of camera memos: text and voice memos. Camera memos cannot be attached to movie or voice files.

Text Camera Memo

You can create a list of text camera memos on your computer and transfer it to the camera to use when shooting images.

If you want to use data not included in the camera memo list, you can make a temporary memo with the camera. This camera memo is called a “temporary memo”.

You can also edit the contents of a camera memo list using a temporary memo.



Voice Memo

The voice recorded by the camera can be attached as a camera memo. This is called a “voice memo”.



Temporary memos and voice memos are deleted when the camera is turned off.

How to Use Camera Memos

1 Create a camera memo list using your computer and transfer it to the camera. (👉 P.26)

- Using the provided software List Editor, add camera memos to create a camera memo list.
- The created camera memo list can be saved on the computer as a camera memo list file (*.mta).
- Load an SD memory card into the camera, connect the camera to the computer with a USB cable, and transfer the camera memo list to the SD memory card in the camera.
- * A camera memo list can be copied directly from the computer to the SD memory card using a card reader.
- * You cannot use List Editor to transfer a camera memo list to the camera when [USB CONNECTION] on the camera is set to [MASS STR]. Set [USB CONNECTION] to [ORIGINAL].

2 Shoot a still image with a camera memo. (👉 P.32)

- Load an SD memory card with a camera memo list into the camera, display a camera memo list in Shooting Mode, select a camera memo, and begin shooting. (👉 P.32)
- You can use the voice recording function to create a voice memo and attach it to a still image. (👉 P.42)
- You can create a temporary memo and attach it to a still image. (👉 P.34)
- You can attach a camera memo to a previously shot still image. (👉 P.39)
- You can change a camera memo attached to a still image to a different one. (👉 P.40)

3 Transfer still images to the computer.

Connect the camera to the computer using the provided USB cable and transfer still images to the computer.

- Set [USB CONNECTION] on the camera to [MASS STR], select [Add Document] and [Import File] on the [File] menu, and specify the files on the card to transfer.
- Use Auto Document Link, which is installed at the same time as DeskTopBinder Lite, to transfer images. For more details, see the Auto Document Link Guide and help of DeskTopBinder Lite.
- When using a card reader, select [Add Document] and [Import File] on the [File] menu, and specify the files on the card to transfer.

If both DeskTopBinder Lite and RICOH Gate La are installed, be sure to uncheck [Save automatically when connected to USB] in the RICOH Gate La [Option settings] dialog box. (👉 P.12)

If [USB CONNECTION] on the camera is set to [MASS STR], you do not need to use RICOH Gate La or Auto Document Link.

- * Still images stored on the SD memory card can be transferred to the computer using a card reader.

4 Use DeskTopBinder Lite to search for, edit, and print camera memos.

You can use DeskTopBinder Lite to search for, edit, and print a camera memo and play back a voice memo.

For more details, see the Introduction Guide and in the Help menu of Document Viewer.

Section 2

Creating a Camera Memo List

This section explains how to create a camera memo list.

Creating a Camera Memo List

Memo List

To create a camera memo list, use the provided software List Editor.

When creating a camera memo list, first define categories and next add camera memos to them.

You can define up to five categories.

Each category can include up to 50 camera memos.



Caution

List Editor is only for use with Windows.



Note

- A camera memo list file in csv format created by a different application can be read into the List Editor and saved on an SD memory card for use by the camera.
- To read a csv-format camera memo list file into List Editor, click [Open] on the [File] menu of List Editor, and then specify the file name.

Starting List Editor

1. On the Windows [Start] menu, select [All Programs] or [Programs] then [Caplio Software] then [List Editor] to start List Editor.

Exiting List Editor

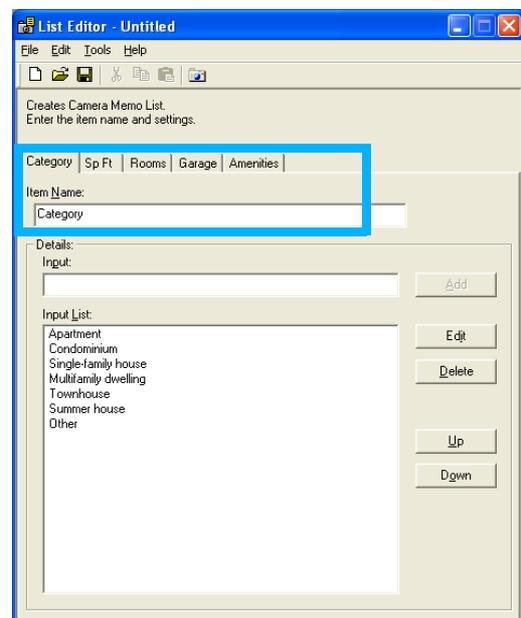
1. You can exit List Editor by clicking the [×] (Close) button in the upper-right corner of the screen or by selecting [Exit] on the [File] menu.

How to Use List Editor

Up to five categories can be defined for a camera memo list file. Each category can include up to 50 text memos and one voice memo. The voice memo is registered on the camera.

1. Start List Editor.
2. On the [Item1] tab, enter a category name in the [Item Name] box.

Up to 20 characters can be entered for a category name.



Click another [Item] tab to switch tabs.

3. Enter a camera memo in [Input] in [Details].
4. Click the [Add] button.

Up to 32 characters can be entered for a camera memo.

5. Repeat steps 3 and 4 to enter all camera memos

To delete a camera memo, select the camera memo you want to delete and click the [Delete] button.

To move a camera memo, select the camera memo you want to move and click the [Up] or [Down] button.

6. Click another [Item] tab and repeat steps 2 to 5 to add another category or camera memo.

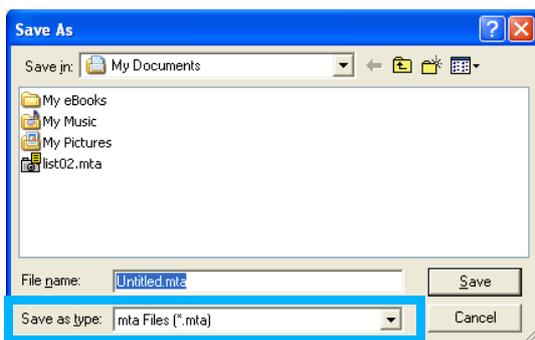
7. Click the [Save] button on the toolbar or click [Save As] on the [File] menu.

Clicking this icon saves a camera memo list in the computer. You can transfer the camera memo list to an SD memory card without saving it, but to prevent losing the camera memo list, it is recommended to save it to a computer.

The [Save As] dialog box appears.

8. Select a save destination for the camera memo list and enter a file name.

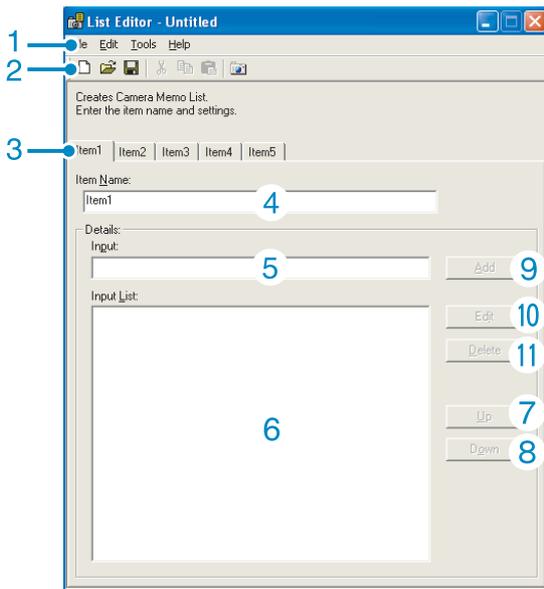
9. Make sure [mta Files (*.mta)] is selected in the [Save as type] box.



The file can be saved as a .csv file. To use the file as a camera memo list for the camera, an .mta file must be selected.

10. Click the [Save] button.

Using the [List Editor] Dialog Box



1 **Menu bar**
You can edit and save a camera memo and transfer it to the camera.

2 **Toolbar**
This bar displays main functions on the menu as buttons for easy use by simply clicking them.

[New] button

Clicking this button opens the screen to create a new camera memo.

[Open] button

Clicking this button opens the camera memo list file saved on the computer.

[Save] button

Clicking this button saves a camera memo list in the computer.
You can select .mta or .csv file types.
To use the file as a camera memo list for the camera, save it as an .mta file.

Note

To edit the camera memo list stored in the computer, open the camera memo list by clicking the [Open] button, edit the camera memo list, and overwrite it by clicking the [Save] button.

[Cut], [Copy] and [Paste] buttons

Clicking these buttons cuts, copies or pastes the selected text.

[Transfer to Camera] button

Clicking this button transfers a camera memo list to the [TEMPLATE] folder in the SD memory card.

Note

- If a camera memo list file of the same name already exists in the SD memory card, the file is overwritten.
- Only one camera memo list for use in the camera can be used for each SD memory card.
- The camera memo list in the SD memory card may become unusable if you try to transfer another camera memo list to the same SD memory card. Be sure to save the current camera memo list in the SD memory card to a computer before transferring another camera memo list.
- A camera memo list will not be deleted even if you format the SD memory card using the camera's card formatting function in the SETUP menu. Use Windows Explorer to delete the camera memo list.

3 **[Item] tab**
You can switch between screens for each category name.

4 **[Item Name] box**
Enter a list title in this box.

5 **Details [Input] box**
Enter a camera memo in this box.

6 **Details [Input List] box**
A list of entered camera memos is displayed.

7 **[Up] button**
Clicking this button scrolls the camera memo list one row upward in [Input List] in [Details].

8 **[Down] button**
Clicking this button scrolls the camera memo list one row downward in [Input List] in [Details].

9 **[Add] button**
Clicking this button adds a new camera memo in [Input List] in [Details].

10 **[Edit] button**
Clicking this button allows you to edit a camera memo selected in [Input List] in [Details].

11 **[Delete] button**
Clicking this button deletes the camera memo selected in [Input List] in [Details].

Transferring the Camera Memo List to the Camera

Caution

The camera memo list cannot be transferred when [USB CONNECTION] on the camera is set to [MASS STR]. Set [USB CONNECTION] to [ORIGINAL].

Transferring from List Editor

1. Exit RICOH Gate La or Auto Document Link if either is running. (👉 P.11)
2. Make sure that the camera is turned off.
3. Insert the SD memory card you want to use to save the camera memo list into the camera.
4. Connect the supplied USB cable to a USB port on your computer.
5. Connect the USB cable to the USB terminal of your camera.

Your camera turns on.

6. Click the [Transfer to Camera] button on the toolbar or click [Transfer to Camera] on the [Tools] menu.



The camera memo list is saved to the SD memory card in the camera through the USB cable and the message [""****.mta" transferred to the camera.] (where **** is the file name) appears.

7. Click the [OK] button.
8. Click [Exit] on the [File] menu.

List Editor closes.

You can also quit List Editor by clicking the [×] (Close) button in the upper-right corner of the screen.

9. Press the power button of the camera to turn off the camera.
10. Disconnect the USB cable between the camera and computer.

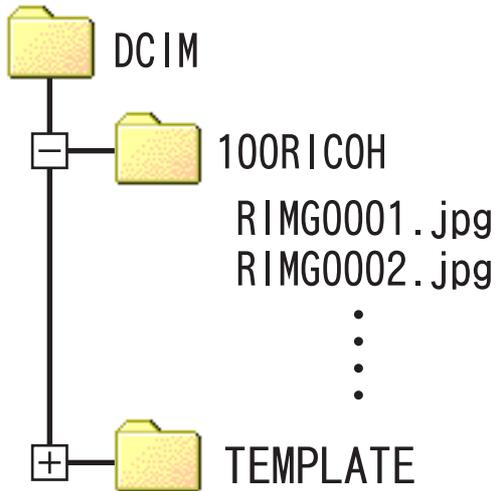
Now, turning on the camera allows you to use the camera memo list stored on the SD memory card.

11. Restart RICOH Gate La or Auto Document Link if necessary. (👉 P.11)

Using a Card Reader

With a card reader, you can transfer the camera memo list directly from the computer to the SD memory card.

Save the camera memo list in the [TEMPLATE] folder in the SD memory card. The [TEMPLATE] folder is automatically created when the SD memory card is formatted with the camera format function.



- 1. Connect the card reader to the computer to ready it for use.**
- 2. Insert an SD memory card into the card reader.**
- 3. Follow steps 1 to 7 of “How to Use List Editor”. (👉 P.26)**
- 4. Select the [TEMPLATE] folder in the SD memory card inserted in the card reader, and then enter a file name.**
- 5. Make sure [mta Files (*.mta)] is selected in the [Save as type] box.**
- 6. Click the [Save] button.**

The camera memo list is saved into the SD memory card. By inserting this SD memory card into the camera, the camera memo list can be used.

Section 3

Shooting with Camera Memos

By using a camera memo list stored on an SD memory card, you can shoot a still image with a memo. This section explains how to shoot images with camera memos.



Reference

For how to create a camera memo, see P.26.

Shooting with Camera Memos

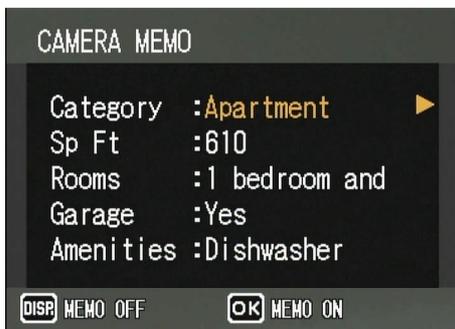
You can attach camera memos to the still images you shoot.

You can create a camera memo on a computer with the provided software (List Editor) and record it on an SD memory card. Even when shooting in Scene Mode, you can shoot an image with a camera memo.

To shoot an image with a camera memo, follow the steps below.

1. Make sure that the camera is turned off.
2. Insert an SD memory card with a camera memo list into your camera.
3. Turn the camera on.
4. Turn the mode dial to /CAL.S.
5. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears. The [CAMERA MEMO] screen displays the camera memo list category and the camera memo for each category.



6. Press the ▲▼ buttons to select a camera memo category and change its contents.
7. Press the ► button to display the camera memo list screen.

8. Press the ▲▼ buttons to select a camera memo, and then press the MENU/OK button.

If a temporary memo has been created, its contents are displayed up to the end of the first row.

If a voice memo has been attached, a speaker mark is displayed.

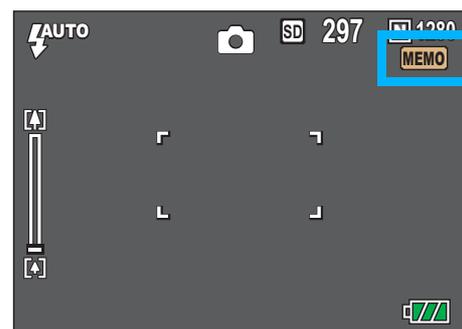
To enter a temporary memo, select [TEMPORARY]. (👉 P.34) You can also record a voice memo by selecting [RECORD]. (👉 P.42)



9. Repeat steps 6 to 8 to set the camera memo for each category.
10. Press the MENU/OK button to confirm the camera memo.

The [MEMO] mark appears on the screen.

This mark indicates that images will be shot with a camera memo.

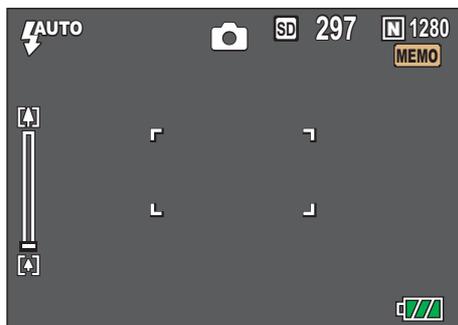


11. Press the shutter release button to shoot the subject.

To Quit Shooting with Memos

The [MEMO] mark indicates that images will be shot with a camera memo.
To clear the [MEMO] mark to quit shooting with a camera memo, follow the steps below.

1. Turn the mode dial to /CAL.S.



2. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears.



3. Press the DISP. button.

The [MEMO] mark disappears and the camera memo mode is turned off.
To display the [MEMO] mark and resume shooting with camera memos, press the ADJ./MEMO button and then the MENU/OK button.



Note

- Even when the [CAMERA MEMO] screen is displayed, you can shoot by pressing the shutter release button.
- You cannot shoot pictures with camera memos in any of the following modes:
 - Movie shooting
 - Voice recording
 - Image with sound
- You can also attach a camera memo to a still image after it is shot.



Reference

- For how to view a camera memo attached to a still image, see P.38.
- For how to attach a camera memo to a still image, see P.39.
- For how to register, play back or change a voice memo, see P.42.
- For how to create a camera memo, see P.26.
- For how to create or edit a temporary memo, see P.34.

Create or Edit a Camera Memo Temporarily (Temporary Memo)

Camera memos are edited or corrected on a computer, but you can create or edit a temporary memo on the camera and attach it to a still image when shooting. This camera memo created and edited with the camera is referred to as a “temporary memo”.

The temporary memo can be registered for each category (up to five categories) registered in the camera memo list.

Caution

- The temporary memo is not stored in the camera memo list on the SD memory card and is lost when the camera power is turned off.
- When creating a temporary memo, create a camera memo list on the computer in advance and transfer the list to the camera.

Reference

For how to create a camera memo, see P.26.

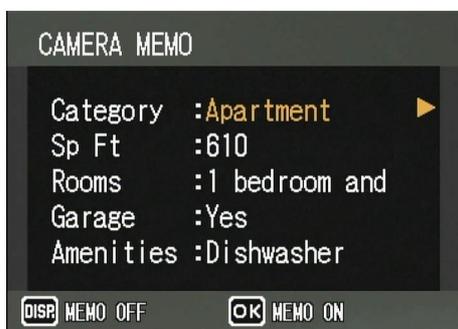
Creating a Temporary Memo

To create a temporary memo, follow the steps below.

1. Turn the mode dial to **📷/CAL**s or press the **▶** (Playback) button.

2. Press the **ADJ./MEMO** button.

The [CAMERA MEMO] screen appears.

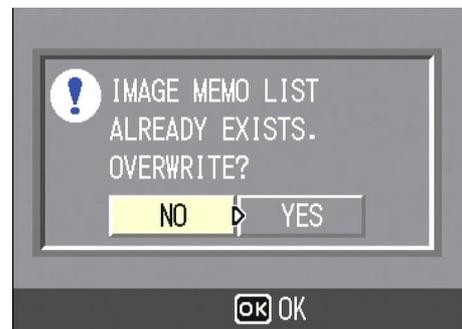


3. Press the **▲▼** buttons to select a category for the temporary memo.

4. Press the **▶** button to display the camera memo list screen.



When using a new camera memo list file, the camera memo re-registration confirmation screen may appear before the camera memo list screen. Press the **▶** button to select [YES], and then press the MENU/OK button to display the camera memo list screen.

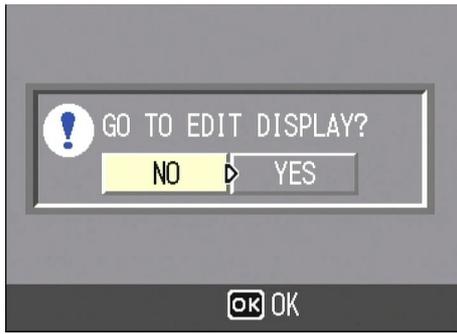


5. Press the **▲▼** buttons to select [TEMPORARY].



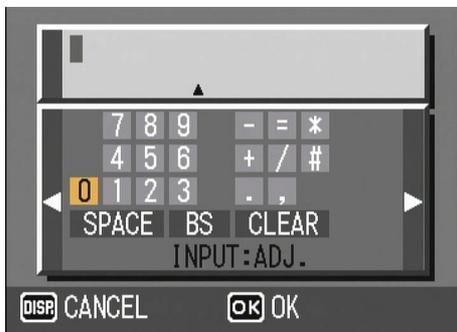
6. Press the MENU/OK button.

The edit confirmation screen appears.



7. Press the ► button to select [YES], and then press the MENU/OK button.

The keyboard screen appears.



8. Use the keyboard to enter a memo.

Move Cursor	▲▼◀▶ buttons
Enter Character	ADJ./MEMO button
Cancel	DISP. button
Set	MENU/OK button

For instructions on using the keyboard, see “How to Use the Keyboard”.

(📖 P.51)

9. After completing the temporary memo input, press the MENU/OK button to return to the camera memo list screen.

For a temporary memo, only one line of characters appears.

10. Press the MENU/OK button to return to the [CAMERA MEMO] screen.

11. Repeat steps 3 to 10 to create a temporary memo for other categories.

12. Press the MENU/OK button to confirm the camera memo.

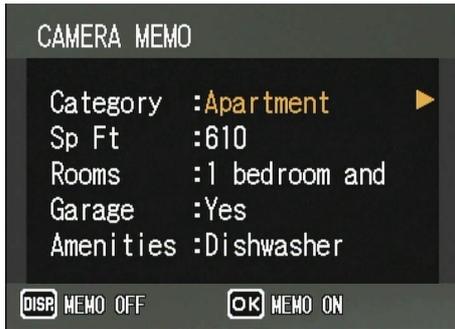
Editing a Temporary Memo

To edit a temporary memo, follow the steps below.

1. Turn the mode dial to /CALC or press the (Playback) button.

2. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears.



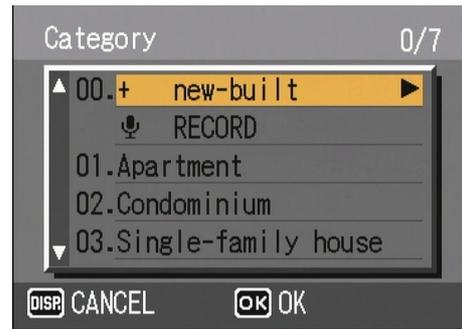
3. Press the buttons to select a category of temporary memo for editing.

4. Press the button to display the camera memo list screen.

When using a new camera memo list file, the camera memo re-registration confirmation screen may appear before the camera memo list screen. Press the button to select [YES], and then press the MENU/OK button to display the camera memo list screen.



5. Press the buttons to select a temporary memo (with a +).



6. Press the button.

The edit confirmation screen appears.

7. Press the button to select [YES], and then press the MENU/OK button.

The keyboard screen appears.

8. Edit the temporary memo with the keyboard.

Move Cursor	buttons
Enter Character	ADJ./MEMO button
Cancel	DISP. button
Set	MENU/OK button

For instructions on using the keyboard, see "How to Use the Keyboard".
(P.51)

9. After editing the temporary memo, press the MENU/OK button to return to the camera memo list screen.
10. Press the MENU/OK button to return to the [CAMERA MEMO] screen.
11. Repeat steps 3 to 10 to edit a temporary memo for other categories.
12. Press the MENU/OK button to confirm the camera memo.

Editing a Camera Memo to Create a New Temporary Memo

A temporary memo can be newly created by editing an existing camera memo registered in the camera memo list file.

To create a temporary memo by editing a camera memo, follow the steps below.

1. Turn the mode dial to /CALC or press the (Playback) button.

2. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears.



3. Press the buttons to select a category of the camera memo for editing.

4. Press the button to display the camera memo list screen.

When using a new camera memo list file, the camera memo re-registration screen may appear before the camera memo list screen. Press the button to select [YES], and then press the MENU/OK button to display the camera memo list screen.



5. Press the buttons to select a camera memo you want to edit.



6. Press the button.

The edit confirmation screen appears.

7. Press the button to select [YES], and then press the MENU/OK button.

The keyboard screen appears.

8. Edit the camera memo by using the keyboard.

Move Cursor	buttons
Enter Character	ADJ./MEMO button
Cancel	DISP. button
Set	MENU/OK button

For instructions on using the keyboard, see "How to Use the Keyboard".

(P.51)

9. After editing the camera memo, press the MENU/OK button to return to the camera memo list screen.

For an edited camera memo that is a temporary memo, only one line of characters appears.

10. Press the MENU/OK button to return to the [CAMERA MEMO] screen.

11. Repeat steps 3 to 10 to edit other camera memos.

12. Press the MENU/OK button to confirm the camera memo.

Viewing/Deleting a Camera Memo Attached to a Still Image

You can view and delete a camera memo attached to a still image.

If a displayed still image has an attached camera memo, the [MEMO] mark is displayed in the upper-left corner of the screen.

If a still image has a voice memo, you can play it back.

To view or delete a camera memo, follow the steps below.

Viewing a Camera Memo

1. Press the  (Playback) button to select the Playback Mode.

The last shot taken is displayed.

For a movie, the first frame is displayed as a still image.

2. Press the   buttons to view a still image with a camera memo.

Press the  button to display the next file. Press the  button to display the previous file.

Hold the   buttons down for fast display and positioning.

3. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears. The camera memo attached to the still image appears.



Pressing the MENU/OK button clears the [CAMERA MEMO] screen and returns the display to the original still image.

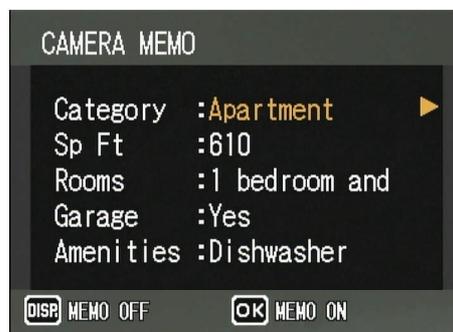
To playback a voice memo, press the   buttons to select the speaker mark, and then press the ADJ./MEMO button.

Deleting a Camera Memo

1. Display a still image from which you want to delete a camera memo.

2. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears.



3. Press the DISP. button.

The camera memo is deleted.



Reference

- For how to shoot an image with a camera memo, see P.32.
- For how to attach a camera memo to a still image, see P.39.
- For how to create a camera memo, see P.26.
- For how to register, play back or change a voice memo, see P.42.
- For how to create or edit a temporary memo, see P.34.

Attaching a Camera Memo to a Still Image

A camera memo can be attached to a shot still image afterward.

To attach a camera memo to a still image, follow the steps below.

1. Press the (Playback) button to select the Playback Mode.

The last shot taken is displayed.
For a movie, the first frame is displayed as a still image.

2. Press the buttons to view a still image with a camera memo.

Press the  button to display the next file.
Press the  button to display the previous file.
Hold the   buttons down for fast display and positioning.

3. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears.



4. Press the buttons to select a category of the camera memo to attach.

5. Press the button to display the camera memo list screen.

6. Press the buttons to select a camera memo, and then press the MENU/OK button.

If a temporary memo has been created, its contents are displayed up to the end of the first row.

If a voice memo has been attached, a speaker mark is displayed.

When you do not want to use a camera memo, click [NO SETTING] on the camera memo list screen.



7. Repeat steps 4 to 6 to set the camera memo.

8. Press the MENU/OK button to confirm the camera memo.



Reference

- For how to shoot an image with a camera memo, see P.32.
- For how to create a camera memo, see P.26.
- For how to register, play back or change a voice memo, see P.42.
- For how to create or edit a temporary memo, see P.34.

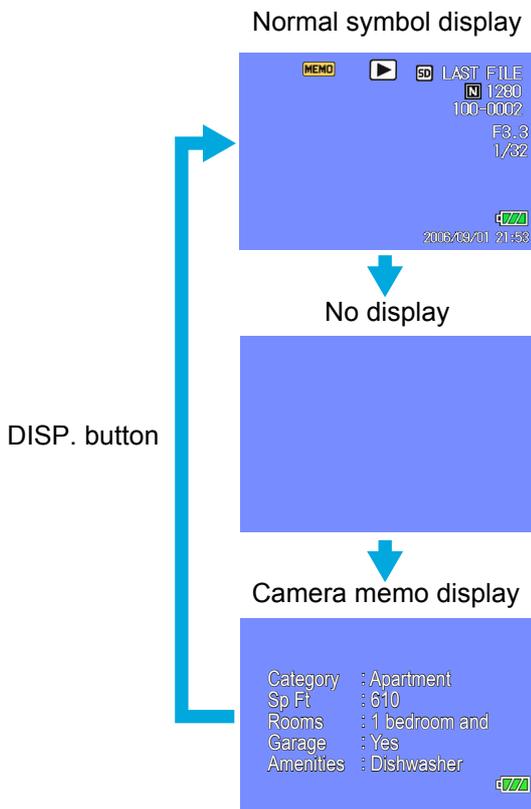
Displaying and Changing a Camera Memo Attached to a Still Image on the Camera

Displaying a Camera Memo

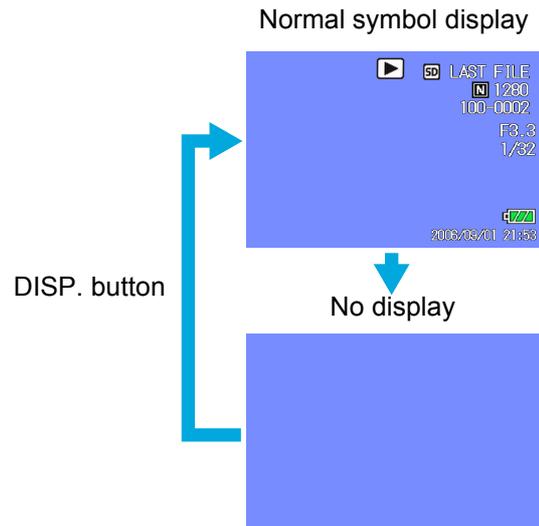
Each time you press the DISP. button for a still image with camera memo, the LCD monitor view cycles in the order of normal symbol display, no display, and camera memo display.

For a still image with no camera memo, the LCD monitor view cycles in the order of normal symbol display, and no display.

● With camera memo



● With no camera memo



Changing a Camera Memo

To make a change to a camera memo, follow the steps below.

1. Press the (Playback) button to select the Playback Mode.

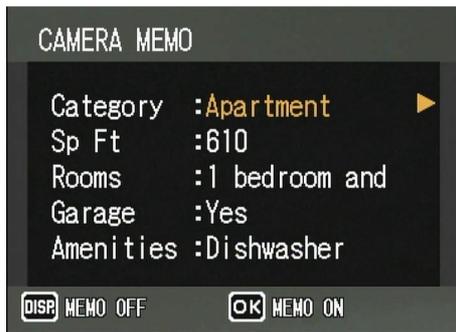
The last shot taken is displayed. For a movie, the first frame is displayed as a still image.

2. Press the buttons to view a still image with a camera memo to change.

Press the  button to display the next file. Press the  button to display the previous file. Hold the   buttons down for fast display and positioning.

3. Press the ADJ./MEMO button.

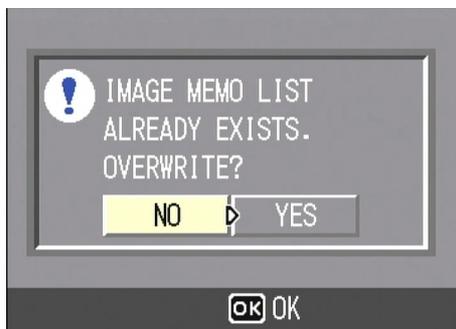
The [CAMERA MEMO] screen appears.



4. Press the ▲▼ buttons to select a camera memo category and change its contents.

5. Press the ► button to display the camera memo list screen.

When using a new camera memo list file, the camera memo re-registration confirmation screen may appear before the camera memo list screen. Press the ► button to select [YES], and then press the MENU/OK button to display the camera memo list screen.



6. Press the ▲▼ buttons to select a camera memo, and then press the MENU/OK button.

If a temporary memo has been created, its contents are displayed up to the end of the first row.

If a voice memo has been attached, a speaker mark is displayed.

When you do not want to use a camera memo, click [NO SETTING] on the camera memo list screen.



7. Repeat steps 4 and 6 to change other camera memos.

8. Press the MENU/OK button to confirm the camera memo.



Reference

- For how to shoot an image with a camera memo, see P.32.
- For how to attach a camera memo to a still image, see P.39.
- For how to view a camera memo attached to a still image, see P.38.
- For how to create a camera memo, see P.26.
- For how to register, play back or change a voice memo, see P.42.
- For how to create or edit a temporary memo, see P.34.

Registering (Recording)/ Playing Back/Changing a Voice Memo

One voice memo can be registered for each category (up to five categories) registered in the camera memo list. Voice memos can be as long as eight seconds.

Voice memos can be registered even in the Scene Mode.

Registered voice memos can be played back/changed.

With the ADJ./MEMO button, you can register (record), play, or change a voice memo in fewer steps compared to ordinary button operations.

Registering a Voice Memo

To register a voice memo, follow the steps below.

1. Turn the mode dial to /CAL or press the (Playback) button.
2. In the Playback Mode, display a still image to which you want to attach a camera memo.
3. Press the ADJ./MEMO button.

The [CAMERA MEMO] screen appears.



In the Shooting Mode, you can shoot or zoom images also on this screen.

4. Press the buttons to select a category of the voice memo to register.

5. Press the button to display the camera memo list screen.

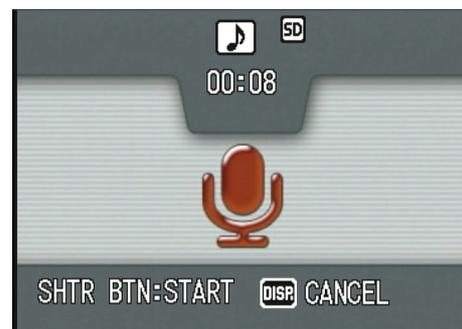
You can simplify the operating procedure by pressing the ADJ./MEMO button instead of the button.

By pressing the ADJ./MEMO button, you can skip steps 6 and 7 and go to step 8. When voice recording ends, the display returns to the [CAMERA MEMO] screen.

6. Press the buttons to select [RECORD].



7. Press the MENU/OK button to display the record screen.



8. Press the shutter release button.

Voice recording starts and can continue for up to eight seconds.

To stop voice recording halfway, half-press the shutter release button.

When voice recording is stopped, the display returns to the camera memo list screen.

9. Press the ► button.

The voice playback screen appears.



10. Press the shutter release button.

The recorded voice memo is played back for confirmation. To stop playback halfway, press the shutter release button again.

When playback is stopped or ends, the re-registration confirmation screen appears.



11. Select [NO], and then press the MENU/OK button.

The display returns to the camera memo list screen.

To record again, select [YES] and press the MENU/OK button to start from step 8.

12. Press the MENU/OK button.

The display returns to the [CAMERA MEMO] screen.

13. Repeat steps 4 to 12 to register and change other voice memos.

14. Press the MENU/OK button to confirm the camera memo.

Note

- The distance between the sound source and the microphone must be 20 cm or less.
- Do not block the microphone opening with your finger.

Reference

- For how to shoot an image with a camera memo, see P.32.
- For how to view a camera memo attached to a still image, see P.38.
- For how to create a camera memo, see P.26.

Playing Back a Voice Memo

1. Turn the mode dial to /CALC or press the (Playback) button to select the Playback Mode.
2. In the Playback Mode, display a still image for playback of its voice memo.
3. Press the ADJ./MEMO button.
4. Press the buttons to select a category of the voice memo you want to play back.
5. Press the button to display the camera memo list screen.

You can simplify the operating procedure by pressing the ADJ./MEMO button instead of the button.

By pressing the ADJ./MEMO button, you can skip steps 6 and 7 and go to step 8. When a voice memo is played back, the display returns to the [CAMERA MEMO] screen.

6. Press the buttons to select [PLAYBACK].
7. Press the button to display the playback screen.
8. Press the shutter release button.
Playback begins. When playback ends, the re-registration confirmation screen appears.
9. Select [NO], and then press the MENU/OK button.
The display returns to the camera memo list screen.
10. Press the MENU/OK button.
The display returns to the [CAMERA MEMO] screen.
11. Repeat steps 4 to 12 to play back other voice memos.

Note

A voice memo registered to a camera memo is deleted when the camera is turned off, but a voice memo attached to a still image can be played back by pressing the ADJ./MEMO button in step 5.

Changing a Voice Memo

1. Turn the mode dial to /CALC or press the (Playback) button to select the Playback Mode.
2. In the Playback Mode, display a still image to change its voice memo.
3. Press the ADJ./MEMO button.
4. Press the buttons to select a category of the voice memo you want to change.
5. Press the button to display the camera memo list screen.

You can simplify the operating procedure by pressing the ADJ./MEMO button instead of the button.

By pressing the ADJ./MEMO button, you can skip steps 6 and 7 and go to step 8. When a voice memo is re-recorded, the display returns to the [CAMERA MEMO] screen.

6. Press the buttons to select [PLAYBACK].
7. Press the button to display the playback screen.
8. Press the shutter release button.
Playback begins. When playback ends, the re-registration confirmation screen appears.
9. Select [YES], and then press the MENU/OK button.
10. Press the shutter release button to record again.
When recording ends, the display returns to the camera memo list screen.
11. Press the MENU/OK button.
The display returns to the [CAMERA MEMO] screen.
12. Repeat steps 4 to 12 to register and change other voice memos.
13. Press the MENU/OK button to confirm the camera memo.

Section 4

Viewing/Editing a Camera Memo on a Computer

This section briefly explains how to use DeskTopBinder Lite with camera memos.



Caution

DeskTopBinder Lite is only for use with Windows.



Reference

For how to create a camera memo, see P.26.

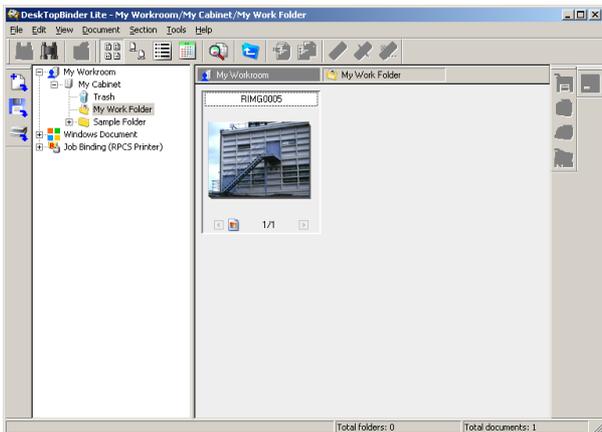
Displaying/Viewing/ Editing a Camera Memo on a Computer

1. Start DeskTopBinder Lite and display an image with a camera memo.

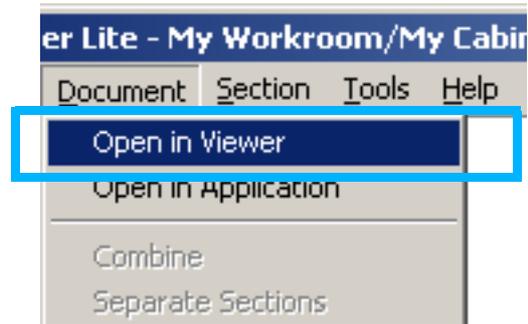
DeskTopBinder Lite treats an image as a document.

The following methods can be used to transfer images from the camera to DeskTopBinder Lite.

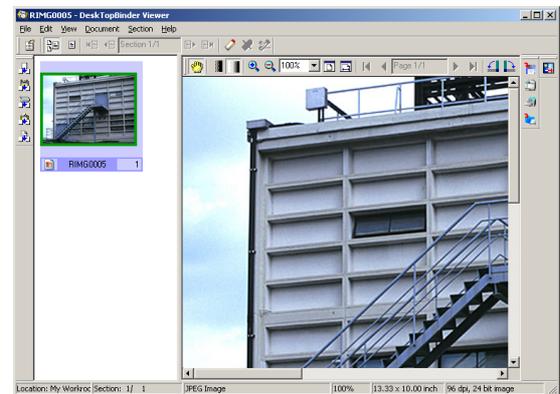
- Set [USB CONNECTION] on the camera to [MASS STR], select [Add Document] and [Import File] on the [File] menu, and specify the files on the camera to transfer.
- Use Auto Document Link, which is installed at the same time as DeskTopBinder Lite, to transfer images.
- When using a card reader, select [Add Document] and [Import File] on the [File] menu, and specify the files on the card to transfer.



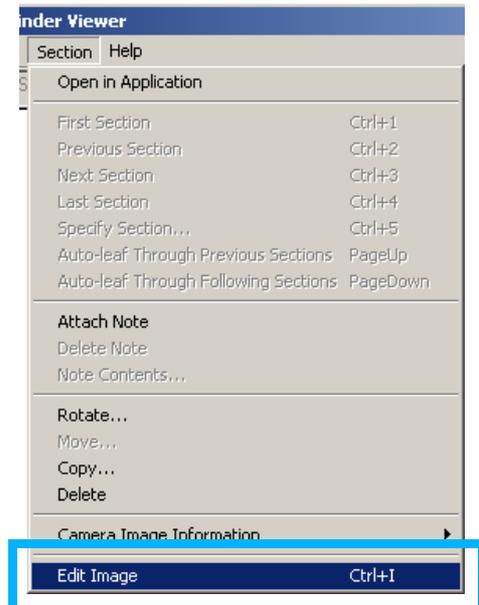
2. Select an image by clicking it, and then select [Open in Viewer] on the [Document] menu.



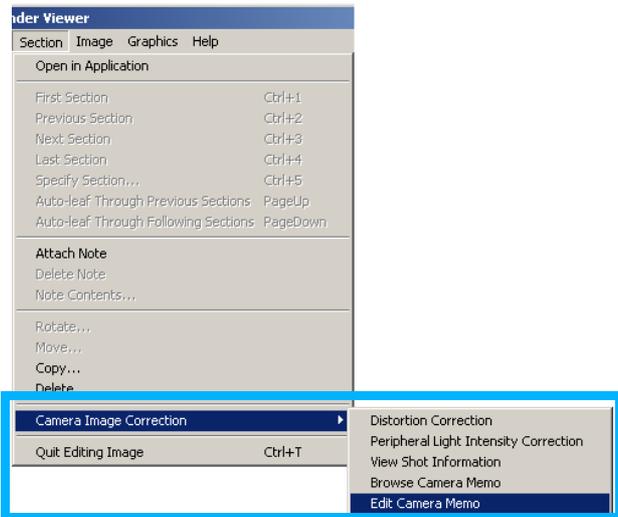
The selected image appears in Viewer in DeskTopBinder Lite.



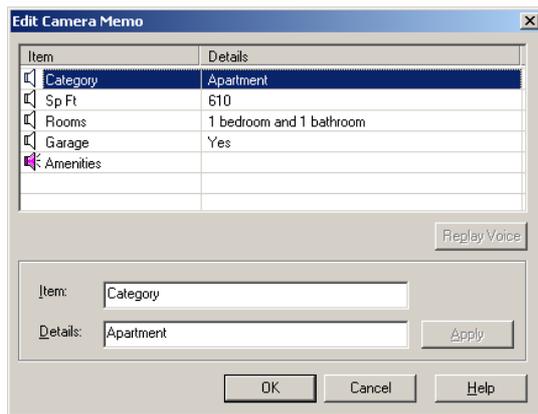
3. Click [Edit Image] on the [Section] menu.



4. Select [Camera Image Correction] and [Edit Camera Memo] on the [Section] menu.



The [Edit Camera Memo] dialog box appears.



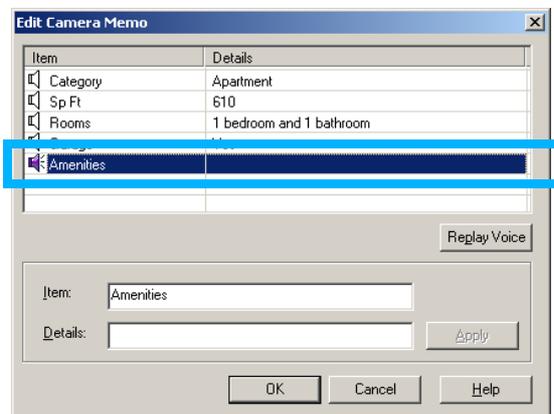
- 5. Edit the contents displayed in the [Item:] and [Details:] boxes.**
- 6. Click the [Apply] button.**
- 7. Repeat steps 5 and 6 to edit other memos.**
- 8. Click the [OK] button.**

Note

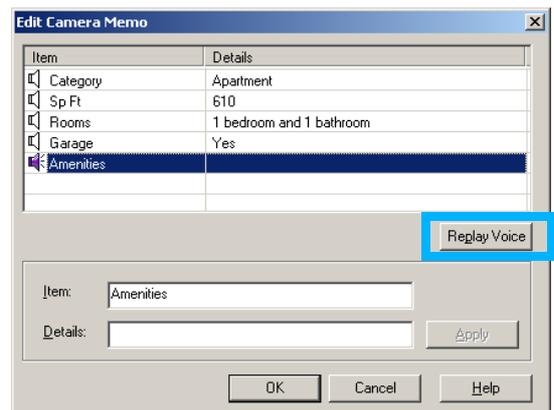
- The camera memo edited here is not reflected in the memo of the properties of DeskTopBinder Lite.
- The edited content of a camera memo is saved until Viewer in DeskTopBinder Lite is closed even when [Quit Editing Image] and [Cancel the modifications] are selected on the [Section] menu of Viewer in DeskTopBinder Lite. When Viewer in DeskTopBinder Lite is closed, the edited content is deleted.

Playing Back and Confirming a Voice Memo Attached to a Still Image

- 1. Perform steps 1 to 4 in “Displaying/Viewing/Editing a Camera Memo on a Computer”. (P.46)**
- 2. Click a voice memo attached to a still image you want to play back from the memo list.**



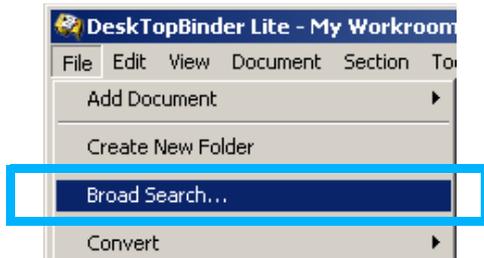
- 3. Click the [Replay Voice] button.**



Searching for a Camera Memo

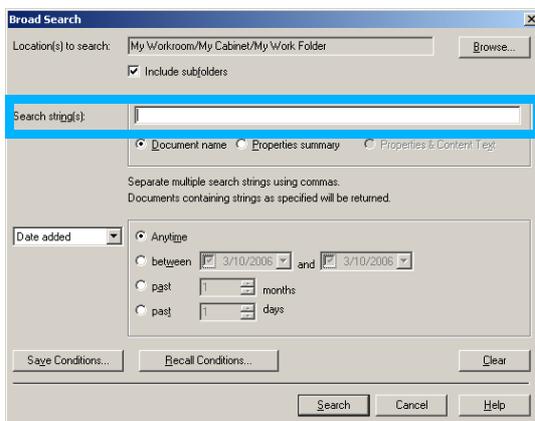
When an image with a camera memo is registered to DeskTopBinder Lite, the camera memo is copied to the memo column of the properties. You can search for a memo in the properties in the following way.

1. Select **[Broad Search]** on the **[File]** menu.



2. The **[Broad Search]** dialog box appears. Enter the search parameters.

Enter a keyword for a memo you want to find in the **[Search string(s)]** field.



3. Click the **[Search]** button.
The search result dialog box appears.
4. Click the **[List Results]** button.
The search results list screen appears. You can use this screen to open and edit an image in Viewer in DeskTopBinder Lite.

Caution

A camera memo cannot be copied to a properties memo when adding Caplio with **[Extended Features]** and **[Network]** on the **[Tools]** menu of DeskTopBinder Lite and registering an image from **[Caplio]** on the tree view directly to **[My Workroom]**.

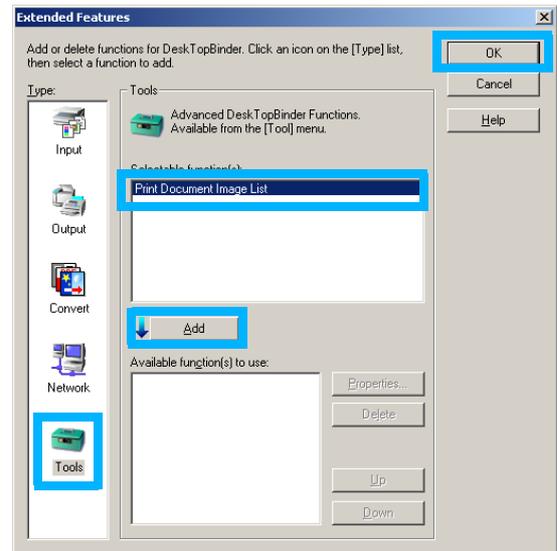
Printing a Camera Memo

When an image with a camera memo is registered to DeskTopBinder Lite, the camera memo is copied to the memo column of the document properties. The memo can be printed with the image on the same page. Either of the following two printing methods can be selected:

- Print the camera memo beside the still image.
- Print the camera memo embedded in the still image.

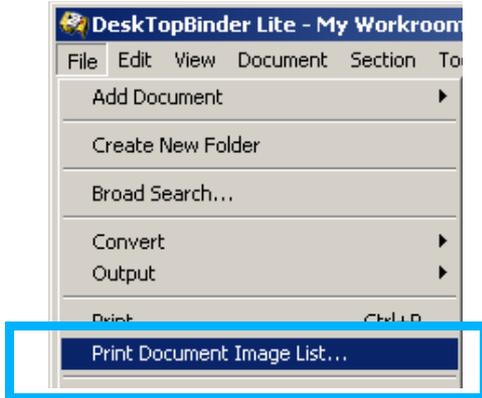
1. Select **[Extended Features]** on the **[Tools]** menu.

The **[Extended Features]** dialog box appears.



2. Click the **[Tools]** icon, select **[Print Document Image List]** from **[Selectable function(s)]**, and then click the **[Add]** button.
[Print Document Image List] is added to **[Available function(s) to use]**.
3. Click the **[OK]** button.
4. Select the image to print from **[My Workroom]** in **DeskTopBinder Lite**.

5. Select [Print Document Image List] on the [File] menu.



6. Select (1×3) or (1×1) in [Layout].

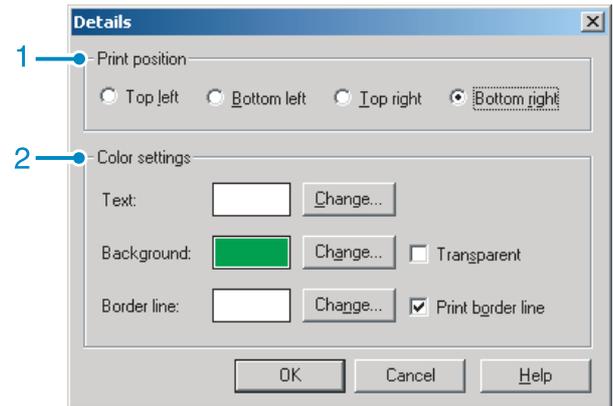
If you select (1×3), a camera memo is printed beside the still image. If you select (1×1), a memo is embedded in the still image.

7. If you select (1×3), check [Remarks] in [Print item]. If you select (1×1), check [Overlay remarks on image].

If you select (1×1) for the layout, you can specify the memo position and color by clicking the [Details] button.

8. Click the [OK] button.

How to Use the [Details] Dialog Box



1 [Print position]
Select the memo position on the image.

2 [Color settings]
Enables you to set the memo color.

[Text]
Opens the [Color] dialog box to enable you to set the memo text color.

[Background]
Opens the [Color] dialog box to enable you to set the memo background color.

[Border line]
Opens the [Color] dialog box to enable you to set the memo frame color.

[Transparent]
Check this to make the item background transparent (no filling).

[Print border line]
Check this to print a memo frame.

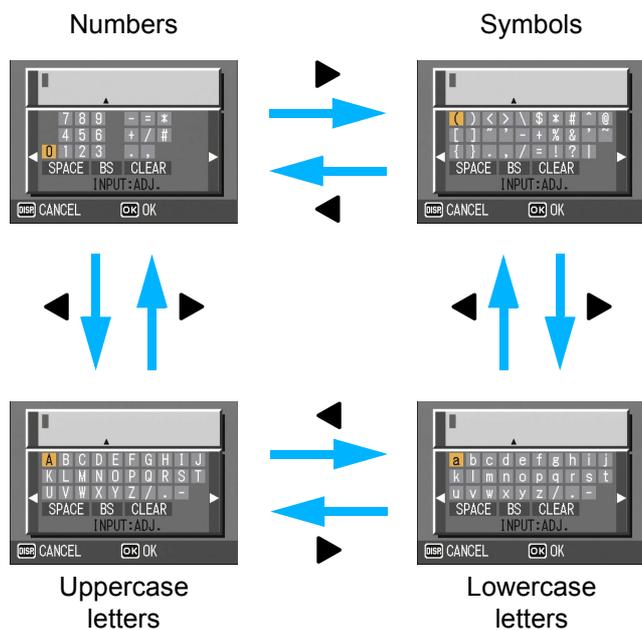
Appendices

How to Use the Keyboard

To use the keyboard, follow the steps below.

Switching among letters, numbers and symbols

When there is a cursor at the leftmost or rightmost character on the keyboard, press the ◀▶ buttons to switch the character type among numbers, symbols, lowercase letters and uppercase letters.



Entering characters

1. Press the ▲▼◀▶ buttons to select a character to input.
2. Press the ADJ./MEMO button.

The input edit area permits input up to the ▲ mark at the bottom of the area.



Entering a space

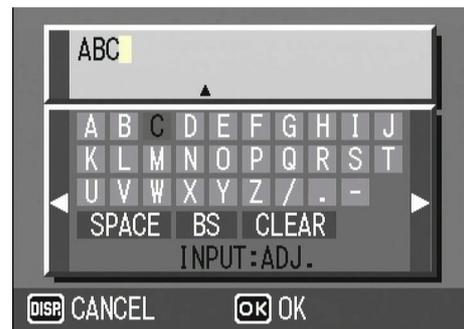
1. Press the ▲▼◀▶ buttons to select [SPACE].
2. Press the ADJ./MEMO button.



Inserting a character

1. Press the ▲▼◀▶ buttons to select one of the characters at the top of the keyboard.
2. Press the ▲ button.

The cursor moves to the right of the input characters.



3. Press the ◀▶ buttons to position the cursor to the right of the point where you want to insert a character.
4. Press the ▼ button to return the cursor to the keyboard.
5. Press the ▲▼◀▶ buttons to select an input character.
6. Press the ADJ./MEMO button.



■ Deleting a character

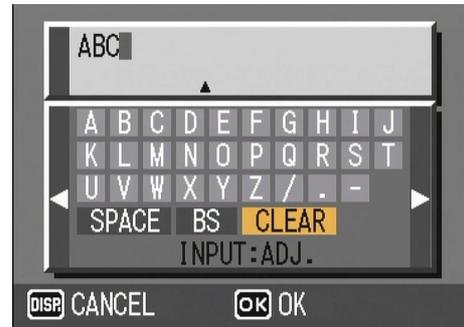
1. Press the ▲▼◀▶ buttons to select one of the characters at the top of the keyboard.
2. Press the ▲ button.

The cursor moves to the right of the input characters.



■ Deleting all input characters

1. Press the ▲▼◀▶ buttons to select [CLEAR].
2. Press the ADJ./MEMO button.



3. Press the ◀▶ buttons to position the cursor to the right of the character you want to delete.
4. Press the ▼ button to return the cursor to the keyboard.
5. Press the ▲▼◀▶ buttons to select [BS], and then press the ADJ./MEMO button.



Troubleshooting

Problem 1 Cannot download images

Solution 1

The [USB CONNECTION] setting on the camera's SETUP menu may not match the transfer method preferred. Make settings for [USB CONNECTION] according to the software used for transfer as follows:

Software used for transfer	[USB CONNECTION] setting
The computer recognizes the camera as a drive without using software.	MASS STR
Auto Document Link	ORIGINAL
RICOH Gate La	ORIGINAL

Solution 2

Your computer does not recognize the camera correctly.

Follow the steps below.

●For Windows 98/98SE/Me

Procedure 1: First, follow the steps below.

1. Load the Caplio Software CD-ROM into your computer.
2. Connect your camera via the USB cable to your computer.
3. Click the [Start] button on the Windows taskbar to display the [Start] menu.
4. Select [Settings], and then click [Control Panel].
5. On the Control Panel displayed, double-click the [System] icon.
6. On the [System Properties] screen displayed, click the [Device Manager] tab.
7. On the [Device Manager] tab page displayed, click [+] on the left side of [Other devices].
8. Check if there is [Caplio 500SE] below it. If there is, click [Caplio 500SE], and then click the [Remove] button at the bottom of the [Device Manager] tab.

The entry [Caplio 500SE] is deleted.

9. Click [Close] to close the [System Properties] screen.
10. When the display returns to the Control Panel, double-click the [Add/Remove Programs] icon.
11. On the [Add/Remove Programs Properties] screen displayed, select [Caplio Software], and then click the [Add/Remove] button.

This uninstalls the Caplio Software.

12. Click [OK] to close the [Add/Remove Programs Properties] screen.
13. Click the [×] (Close) button to close the Control Panel.
14. Turn off your camera and computer.
15. Turn your computer back on and reinstall the software from the CD-ROM.
*At this time, do not connect your camera.
16. Connect your camera via the USB cable to your computer.

When the computer recognizes the camera, the [New Hardware Found] screen launches and your camera is registered by the computer.

Procedure 2: If your computer still does not recognize the camera, follow the steps below.

1. Load the Caplio Software CD-ROM into your computer.
2. Connect your camera via the USB cable to your computer.
3. Click the [Start] button on the Windows taskbar to display the [Start] menu.
4. Select [Settings], and then click [Control Panel].
5. On the Control Panel displayed, double-click the [System] icon.
6. On the [System Properties] screen displayed, click the [Device Manager] tab.
7. On the [Device Manager] tab page displayed, click [+] on the left side of [Ports (COM & LPT)] to open.
8. Check whether or not there is an unknown device symbol (!) indicated for [RICOH Camera Port] below [Ports (COM & LPT)]. If there is, select it, and then click the [Remove] button at the bottom of the [Device Manager] tab to delete it.
9. Click [+] on the left side of [Universal Serial Bus controllers] to open.
10. Check whether or not there is an unknown device symbol (!) indicated for [RICOH USB Virtual Com] below [Universal Serial Bus controllers]. If there is, select it, and then click the [Remove] button at the bottom of the [Device Manager] tab to delete it.
11. Click [Close] to close the [System Properties] screen.
12. When the display returns to the Control Panel, double-click the [Add/Remove Programs] icon.
13. On the [Add/Remove Programs Properties] screen displayed, select [Caplio Software], and then click the [Add/Remove] button.
This uninstalls the Caplio Software.
14. Click [OK] to close the [Add/Remove Programs Properties] screen.
15. Click the [×] (Close) button to close the Control Panel.
16. Turn off your camera and computer.
17. Turn your computer back on and reinstall the software from the CD-ROM.
*At this time, do not connect your camera.
18. Connect your camera via the USB cable to your computer.

When the computer recognizes the camera, the [New Hardware Found] screen launches and your camera is registered by the computer.



●For Windows 2000

Procedure 1: First, follow the steps below.

1. Load the Caplio Software CD-ROM into your computer.
2. Connect your camera via the USB cable to your computer.
3. Click the [Start] button on the Windows taskbar to display the [Start] menu.
4. Select [Settings], and then click [Control Panel].
5. On the Control Panel displayed, double-click the [System] icon.
6. On the [System Properties] screen displayed, click the [Hardware] tab.
7. On the [Hardware] tab page displayed, click the [Device Manager] button.
8. On the [Device Manager] screen displayed, click [+] on the left side of [Other devices].
9. Check if there is [Caplio 500SE] below it. If there is, click [Caplio 500SE], and then click the [Uninstall] from the [Action] menu.

The entry [Caplio 500SE] is deleted.

10. Click the [×] (Close) button to close the [Device Manager] screen.
11. Click [OK] to close the [System Properties] screen.
12. When the display returns to the Control Panel, double-click the [Add/Remove Programs] icon.
13. On the [Add/Remove Programs] screen displayed, select [Caplio Software], and then click the [Change/Remove] button.

This uninstalls the Caplio Software.

14. Click the [×] (Close) button to close the [Add/Remove Programs] screen.
15. Click the [×] (Close) button to close the Control Panel.
16. Turn off your camera and computer.
17. Turn your computer back on and reinstall the software from the CD-ROM.

*At this time, do not connect your camera.

18. Connect your camera via the USB cable to your computer.

When the computer recognizes the camera, the [Found New Hardware] screen launches and your camera is registered by the computer.

Procedure 2: If your computer still does not recognize the camera, follow the steps below.

1. Load the Caplio Software CD-ROM into your computer.
2. Connect your camera via the USB cable to your computer.
3. Click the [Start] button on the Windows taskbar to display the [Start] menu.
4. Select [Settings], and then click [Control Panel].
5. On the Control Panel displayed, double-click the [System] icon.
6. On the [System Properties] screen displayed, click the [Hardware] tab.
7. On the [Hardware] tab page displayed, click the [Device Manager] button.
8. On the [Device Manager] screen displayed, click [+] on the left side of [Ports (COM & LPT)] to open.
9. Check whether or not there is an unknown device symbol (!) indicated for [RICOH Camera Port] below [Ports (COM & LPT)]. If there is, click it, and then click the [Uninstall] from the [Action] menu.
10. Click the [×] (Close) button to close the [Device Manager] screen.
11. Click [OK] to close the [System Properties] screen.
12. When the display returns to the Control Panel, double-click the [Add/Remove Programs] icon.
13. On the [Add/Remove Programs] screen displayed, select [Caplio Software], and then click the [Change/Remove] button.
This uninstalls the Caplio Software.
14. Click the [×] (Close) button to close the [Add/Remove Programs] screen.
15. Click the [×] (Close) button to close the Control Panel.
16. Turn off your camera and computer.
17. Turn your computer back on and reinstall the software from the CD-ROM.
*At this time, do not connect your camera.
18. Connect your camera via the USB cable to your computer.

When the computer recognizes the camera, the [Found New Hardware] screen launches and your camera is registered by the computer.



● For Windows XP

Procedure 1: First, follow the steps below.

1. Load the Caplio Software CD-ROM into your computer.
2. Connect your camera via the USB cable to your computer.
3. Click the [Start] button on the Windows taskbar to display the [Start] menu.
4. Click [Control Panel].
5. On the Control Panel displayed, click [Switch to Classic View].
The display changes its appearance and the [System] icon appears.
6. Double-click the [System] icon.
7. On the [System Properties] screen displayed, click the [Hardware] tab.
8. On the [Hardware] tab page displayed, click the [Device Manager] button.
9. On the [Device Manager] screen displayed, click [+] on the left side of [Other devices].
10. Check if there is [Caplio 500SE] below it. If there is, right-click [Caplio 500SE] to display the menu and select [Update Driver].
11. Windows will display the [Hardware Update Wizard] screen.
At this point, check that the Caplio Software CD-ROM is inserted in your computer. If the CD-ROM is not inserted, insert in your computer.
12. Make sure that [Install the software automatically (Recommended)] is selected, and then click [Next].
13. When the [Completing the Hardware Update Wizard] screen appears, click [Finish].
14. Click the [×] (Close) button to close the [Device Manager] screen.
15. Click [OK] to close the [System Properties] screen.
16. Click the [×] (Close) button to close the Control Panel.
17. Turn off your camera and computer.
18. Turn your computer back on and reinstall the software from the CD-ROM.
*At this time, do not connect your camera.
19. Connect your camera via the USB cable to your computer.
When the computer recognizes the camera, the [New Hardware Found] screen launches and your camera is registered by the computer.

Procedure 2: If your computer still does not recognize the camera, follow the steps below.

1. Load the Caplio Software CD-ROM into your computer.
2. Connect your camera via the USB cable to your computer.
3. Click the [Start] button on the Windows taskbar to display the [Start] menu.
4. Click [Control Panel].
5. On the Control Panel displayed, click [Switch to Classic View].
The display changes its appearance and the [System] icon appears.
6. Double-click the [System] icon.
7. On the [System Properties] screen displayed, click the [Hardware] tab.
8. On the [Hardware] tab page displayed, click the [Device Manager] button.
9. On the [Device Manager] screen displayed, click [+] on the left side of [Imaging devices] to open.
10. Check whether or not there is an unknown device symbol (!) indicated for [Caplio 500SE]. If there is, right-click the unknown device symbol to display the menu and select [Update Driver].
11. Windows will display the [Hardware Update Wizard] screen.
At this point, check that the Caplio Software CD-ROM is inserted in your computer. If the CD-ROM is not inserted, insert in your computer.
12. Make sure that [Install the software automatically (Recommended)] is selected, and then click [Next].
13. When the [Completing the Hardware Update Wizard] screen appears, click [Finish].
14. Click the [x] (Close) button to close the [Device Manager] screen.
15. Click [OK] to close the [System Properties] screen.
16. Click the [x] (Close) button to close the Control Panel.
The driver is installed and your computer recognizes the camera correctly.

Solution 3

For Windows 98/98SE/Me, the COM Port setting may be wrong.

Follow the steps below.

1. Connect your camera via the USB cable to your computer.
2. Click the [Start] button on the Windows taskbar to display the [Start] menu.
3. Select [Settings], and then click [Control Panel].
4. On the Control Panel displayed, double-click the [System] icon.
5. On the [System Properties] screen displayed, click the [Device Manager] tab.
6. On the [Device Manager] tab page displayed, click [+] on the left side of [Ports (COM & LPT)] to open.
7. Click [RICOH Camera Port] under [Ports (COM & LPT)], and then click the [Properties] button at the bottom of the [Device Manager] tab.
8. On the [RICOH Camera Port Properties] screen displayed, Click the [PortSelect] tab.
9. On the [PortSelect] tab page displayed, select a COM Number not being used from [PortName].

The port (COM number) currently allocated for your camera is indicated by a “*”.

Immediately after installing the USB driver, COM7 should be selected, so select a number above COM8.

10. Click [OK] to close the [RICOH Camera Port Properties] screen.
11. Click [OK] to close the [System Properties] screen.
12. Click the [×] (Close) button to close the Control Panel.

Solution 4

Your camera may not be recognized correctly if you connect to the USB Port of your computer via a USB hub.

Follow the steps below to change the USB port.

- Connect your camera directly to the USB port of your computer.
- If there are several root hubs, change to another hub.

If you are using a non-USB hub, try connecting via a USB hub.

Solution 5

The batteries may have worn out.

Check whether the batteries have worn out. If worn out, replace them with new ones.

Solution 6

The free space on the hard disk in your computer may be insufficient.

Check whether the hard disk has sufficient space for running Windows, and whether the drive where you are loading image files has the same capacity or more as that of the SD memory card inserted in the camera.

Problem 2 Even if you check [The same image will not be saved] in the RICOH Gate La [Option settings], the same images are loaded into your computer.

Solution

The camera's clock is incorrectly set or the camera's clock information has been reset.

To allow the [The same image will not be saved] function to work properly, the camera's clock information must be set properly. Set it properly.

Problem 3 Files loaded from the camera into the computer were deleted. You attempted to load the same files from the camera again but failed.

Solution

If [The same image will not be saved] is checked in the RICOH Gate La [Option settings], files loaded into your computer once cannot be loaded again. In the RICOH Gate La [Option settings], uncheck [The same image will not be saved].

Problem 4 Cannot play back movies with ImageMixer

Solution

DirectX may not be installed. (Windows 98/98SE/Me/2000) Install DirectX from the Caplio Software CD-ROM.

Problem 5 RICOH Gate La is always activated when the camera is connected to a Windows XP computer through a USB cable.

Solution

Connect the camera to the computer through the USB cable, and then open [My Computer] from the [Start] menu on Windows Taskbar. Right-click the camera icon on the My Computer screen and click [Properties] to open the camera's Properties screen. Click the [Events] tab on the Properties screen. Select [Take no action] or [Prompt for which program to run] for [Actions] and click [OK]. If [Take no action] is selected, nothing happens when the camera is connected to the computer. If [Prompt for which program to run] is selected, a screen is displayed each time the camera is connected to the computer. Then you can choose a program to activate.

Problem 6 [Failed to save.] appears during image loading from the camera into your computer

Solution

Set the camera to Playback Mode and check that [UNMATCHED FILE] is not displayed for any file. If [UNMATCHED FILE] is displayed, delete the file from the SD memory card or internal memory after backing up all files on your computer. For backup, copy all files into your computer directly by using a commercially-available card reader or by changing the [USB CONNECTION] setting to [MASS STR] on the SETUP menu. After copying, return the [USB CONNECTION] setting to [ORIGINAL].

Problem 7 RICOH Gate La does not appear in the [Device connected] screen when the camera is connected to a Windows XP computer through a USB cable.

Solution

Set the camera to Playback Mode and check if the message [FORMAT CARD] is displayed. If the message is displayed, check that the SD memory card does not contain any image you do not want to delete, and then select [FORMAT [CARD]] (see the “Camera User Guide”) on the SETUP menu to format the SD memory card.

Problem 8 The Caplio Software CD-ROM is not available when you attempt to connect your camera via the USB cable to the computer (Windows XP) for the first time, therefore you cannot install the hardware driver for the camera.

Solution

1. Connect your camera to the computer.
The [Found New Hardware Wizard] window appears.
2. Select [Install from a list or specific location (Advanced)].
3. Click [Next].
4. Select [Search for the best driver in these locations.] and [Include this location in the search], and then click the [Browse] button.
5. Browse to the folder where the [WIA driver] was installed (by default this should be C:\Program Files\Caplio Software\WIA driver) and then select [Next].
6. Select [RICOH Gate La], select the [Always use this program for this action] check box, and then click [OK].